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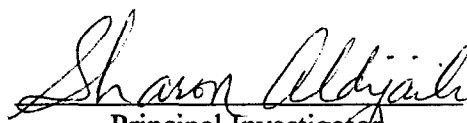Attn: Janice Dove

PREFACE

This technical report was prepared by the staff of the Research Institute, The University of Alabama in Huntsville. The purpose of the report is to provide documentation of the work performed and results obtained under delivery order 108 of AMCOM Contract No. DAAH01-92-D-R006. Ms. Sharon S. Aldijaili was the principal investigator. Technical expertise and insights in value engineering information technology were provided by Ms. Janice Dove, Value Engineering, Industrial Operations Division, Systems Engineering and Production Directorate, Missile Research, Development, and Engineering Center, US Aviation and Missile Command.

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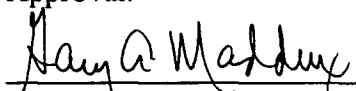
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I have reviewed this report, dated _Nov 25, 1997_ and the report contains no classified information.

Sharon Aldijaili
Principal Investigator

Approval:

Research Institute

TABLE OF CONTENTS

1.0   Introduction

The Value Engineering Office (VEO) of the Industrial Operations Division (IOD), Systems Engineering and Production Directorate (SEPD), Missile Research, Development, and Engineering Center (MRDEC), US Army Aviation and Missile Command (AMCOM) is responsible for performing system engineering cost analyses for weapon systems from design through full scale production. This effort includes evaluating reported cost analyses and performing appropriate modifications to information systems. This information is transferred monthly to the US Army Materiel Command (AMC) Headquarters. Reporting requirement changes have resulted in the modification of the operational information system, and the development and integration of an upgraded information system for tracking value engineering cost analyses. Data validation between the operational information system and the upgraded information system was required during development of the upgraded information system software package.

2.0   Objectives and Scope

The objective of this task was to provide engineering support in evaluating cost analyses for weapon systems and to develop, validate, and implement cost analyses report formats for required value engineering directives. The University of Alabama in Huntsville (UAH) Research Institute was tasked to: (1) analyze and document value engineering information system operations; (2) verify and validate database formats for maintaining and reporting cost analyses information; (3) provide value engineering system logic for the modification, development, and integration of a consolidated value engineering information system; (4) make recommendations for computer hardware and software required to utilize the upgraded value engineering information system; (5) provide graphical representation utilizing statistical data contained in the upgraded value engineering information system; (6) provide training on the upgraded value engineering information system; (7) support Technical Loop reporting activities.

3.0   Value Engineering Technologies

The Value Engineering Management System (VEMS) was integrated into the value engineering cost analyses information tracking process. The VEMS maintains cost analyses information on weapon systems and provides standard reports, user friendly ad-hoc query capability, and graphics support. The VEMS was developed at the US AMC Logistics Support Activity - Major Item Information Center (LOGSA-MIIC) to meet new reporting requirements. System logic and data requirements were documented for the VEMS modification, development, and integration. Data requirements for maintaining system integrity throughout the integration of the VEMS is provided in Appendix A.

4.0 Hardware and Software Requirements

The VEMS database hardware and software requirements were established to support the integration process. Hardware and software requirements were set by LOGSA-MIIC. Hardware requirements consist of the following: CPU for DOS, minimum of 386DX 25/33 Mhz, 4 MB RAM memory (8 MB RAM memory for windows), 8K internal cache, 128 - 256K external cache, 120 MB hard drive, ISA bus architecture, VGA monitor, 512 MB VRAM video adaptor, both 3.5" and 5.25" internal drives, 1 serial port, 1 parallel port, 1 keyboard, 1 mouse, 14.4 KBPS fax/modem, and a 24 pin dot matrix printer with parallel interface wide carriage. Software requirements consist of the following: remote communication software, Foxpro DBMS application, and VEMS.

Hardware requirements were meet using existing equipment. Software requirements were provided by LOGSA-MIIC. VEMS and other application software were utilized on an Everex 486/33Mhz, 32 MB RAM memory, 256 external cache, 1.0 gbyte hard drive, both 3.5"and 5.25" internal drives, 2 serial port, 1 parallel port, 1 keyboard, 1 mouse, and a HP LaserJet IIID laser printer. The 14.4 KBPS fax/modem was provided by LOGSA-MIIC.

5.0 Graphical Representation

Graphical representation of value engineering data was used to measure engineering performance and document monthly/quarterly/yearly data input. Strengths and areas of weakness were quickly identified by analyzing data provided by the VEMS. VEMS was utilized, along with other graphics software packages, to provide value engineering statistical data in an organized format.

6.0 VEMS Training

VEMS training was provided through a user tutorial for Industrial Operations (IO) Division personnel. A password to the VEMS was assigned and a VE System User Instruction manual was made available to IO Division personnel. A sample VE System User Instruction manual is provided in Appendix A.

7.0 Technical Loop Reporting Activities

Utilizing VEMS, data concerning Technical Loop activities were input and tracked as required. Spare part reductions associated with Technical Loop initiatives were identified by extracting spare part information from value engineering proposal initiatives. This information was formatted to allow access to the Technical Loop efforts to project funding reductions for the future. Reports were provided are requested displaying

information concerning spare part initiatives.

8.0   Recommendation and Conclusions

During the time frame allocated by the delivery order, members of the UAH Applied
Research Program, with the cooperation of representatives from AMCOM Systems
Engineering and Production Directorate, investigated and evaluated value engineering
technology being utilized in the Value Engineering Office of the Industrial Operations
Division. With the development of an upgraded value engineering management
information system at LOGSA-MIIC, integration of the software package into the value
engineering management information system process at AMCOM was sought. This
integration was implemented and successful. The results of this technology should be a
major benefit to the future of the Value Engineering efforts within SEPD.

APPENDIX A

VE System User Instructions

AMCOM

VE System
User Instructions

Aug 1997

Table of Contents

I.   Purpose for the AMCOM VEMS user instructions

The purpose of the AMCOM VEMS user instructions is to provide more detailed procedures for utilizing VEMS from booting the PC to shutdown and to provide graphic representation of screens for general input/output for the beginner user. The written and on-line VEMS User Manual provided by Logistics Support Activity (LOGSA) is discussed in Section X and provided along with these instructions.

II.   Booting the PC

At System Startup:
*   Enter the PC System *password*. A menu with two options is displayed.

To Run VEMS from within windows:
*   Select (1). The default selection is (1). If a selection has not been made within the 10 seconds provided, selection (1) is executed.
*   Enter the network *password*. The **Windows Program Manager** is displayed.

To Run VEMS exclusively:
*   Select (2). Hint: To use the graphics portion, VEMS must be run exclusively.

III.   Getting into VEMS

Windows:
*   Click twice on the VEMS icon from the **Windows Program Manager**.
*   Click twice on the VEMS icon from the **VEMS Window**. The **VEMS System Security Screen** is displayed.
*   Enter your assigned *user ID*.
*   Enter your assigned *user password*. Each character will not be visible on screen. The **VEMS logo Screen** is displayed. Press <Return> to get the **VEMS main menu**.

DOS:
If VEMS was executed using option 2 from above, you will execute VEMS from the DOS prompt.
*   From the **C:** prompt type **cd\VEMS**. The screen displays C:\VEMS.
*   From the **C:\VEMS** prompt type **VEMS**. The **VEMS System Security Screen** is displayed.
*   Enter your assigned *user ID*.
*   Enter your assigned *user password*. Each character will not be visible on screen. The **VEMS logo Screen** is displayed. Press <Return> to get the **VEMS main menu**.

IV.   Using VEMS

The main menu is displayed across the top of the screen. Notice that the first letter of each word is highlighted. *To select* a menu option, either click on the menu name with the mouse or press the [alt] key and the highlighted letter at the same time to get to the sub menu for the option selected. *To navigate* through a screen, use the [tab] key. *To select* a specific field for entry, use the mouse and click on that particular field. To return to the main menu, either click on <Exit> or use the [tab] key to move to <Exit> and press [return]. The [arrow] keys will navigate in most instances, especially in a menu or a list of options. To display a *list of options* for a field, place the cursor in that field by clicking once with the mouse on that field. Then, press the space bar. If a *list of options* exists for that field, it will be displayed. Press <return> to select an entry.

V. Data Entry & Query Screens

VEP/VECP Entry

* Select **Data Entry/Query** from the main menu.
* Select the **VEP/VECP Data Entry/Query** option from the Data Entry/Query sub menu. The **VEMS Input Screen** is displayed.
* Place the cursor in the *VE Number* field.
* Enter the *VE number*.
* Select <ACCEPT>, at the bottom of the screen. If that VE number exists in the database, the VEP/VECP is displayed. If not, a new record is created and assigned that VE number.
* To save the record, choose <UPDATE RECORD> at the bottom of the **last** data entry screen. When the box indicating the record has been updated appears, press <return>.

The **Data Requirements** document and sample **VEP/VECP input forms** are provided in **Appendix A** for guidance on which VEP/VECP fields to utilize. This document also provides an explanation of each field required on the VEP/VECP Checklist and guidance on where to find the information. The VEP/VECP input forms are provided in **Appendix B**. These forms are helpful in organizing the information from the VEP/VECP file before data entry. When entering a new VEP, input the current fiscal year in *optional field #1* (ex. 1996). When entering or updating VECPs, input the fiscal year in which the VECP was settled in *optional field #1* (ex. 1996). This will be helpful in querying those records later. For specific instructions on entering new or updating existing VEPs/VECPs, see pages 14-19 of the LOGSA VEMS User Manual.

Management Summary

* Select **Data Entry/Query** from the main menu.
* Select the **Management Summary** option from the Data Entry/Query sub menu. The **VEMS Management Summary Information Screen** is displayed.
* Place the cursor in the *VE Number* field.
* Enter the *VE number*.

*   Select <ACCEPT>, at the bottom of the screen. The **Management Summary Data Entry Screen** is displayed.
*   Enter the date, reason for management summary, and text.
*   Select <ACCEPT>, at the bottom of the screen.

Quarterly Information

*   Select **Data Entry/Query** from the main menu.
*   Select the **Quarterly Information** option from the Data Entry/Query sub menu. The **Quarterly Information Data Entry Screens** are displayed.
*   Enter the required data necessary to complete entry for the first screen.
*   Select <NEXT SCREEN> at the bottom of the first screen to move to the second screen.
*   Enter the required data necessary to complete entry for the quarterly report.
*   Select <ACCEPT CHANGES>, at the bottom of the second screen.

Enter this information at the end of each quarter or at the end of 2nd & 4th quarters. Quarterly information is required at the end of 2nd & 4th. If you send quarterly information at the end of 2nd & 4th quarters only, be sure to combine 1st & 2nd quarter totals in the 2nd qtr transmission and 3rd & 4th quarter totals in the 4th qtr transmission. The cost to operate the VE Office variable is only transmitted 4th qtr.

Savings Goals

*   Select **Data Entry/Query** from the main menu.
*   Select the **Savings Goals** option from the Data Entry/Query sub menu. The **Savings Goals Screens** is displayed.
*   Select the *Organization, Contractor, or MSC/PEO/Owner* from the list of options
*   Enter a 2-digit fiscal year.
*   Select <ACCEPT>. An example **Organizational** and **Contractor Goals Data Entry Screen** is displayed. The **MSC/PEO/Owner Data Entry Screen** is similar.
*   Enter the name of the *Organization* for organizational goals (or the *Contractor Number* for contractor goals) along with the savings goal amount in the millions.
*   Select <ACCEPT CHNGS>
The **Organizational** goals are usually the only goals entered.

Point of Contact

*   Select **Data Entry/Query** from the main menu.
*   Select the **Point of Contact** option from the Data Entry/Query sub menu. The **POC Data Entry Screen** is displayed.
*   Enter the required data or update the existing record.
*   Select <UPDATE RECORD>.

Security Maintenance

* Select **Data Entry/Query** from the main menu.
* Select the **Security Maintenance** option from the Data Entry/Query sub menu. The first **Security Maintenance Screen** is displayed.

To query an existing user:
* *Search on User Name* or *Search on User ID*. Enter the *Last Name, First Name,* and *Middle Initial* in the fields provided to search by user name. Enter the *user ID* in the field provided to search by user ID.
* Select <SEARCH> to execute search or <CLEAR> to clear fields. If a record is found it is displayed in the bottom half of the screen. To *Update*, make the necessary changes and select <ACCEPT CHANGES> at the bottom of the screen. To *Delete*, select <DELETE USER>.

To enter a new user:
* Enter the *Last Name, First Name,* and *Middle Initial.*
* Assign and enter the *User ID* and *Password* (Enter the password again in the *Confirm* field)
* Select *Security Level* and *Access Level.*
* Enter the *Location* (AMCOM).
* Select <ACCEPT CHANGES>.

VEP/VECP Query

* Select **Data Entry/Query** from the main menu.
* Select the **Query** option from the Data Entry/Query sub menu. The **Project Query Data Entry Screen** is displayed.

To query a single value:
* Place the cursor in the field name to be queried.
* Enter the value for that field.
* Select <Do Query>, at the bottom of the screen.

To query multiple values:
* Place the cursor in the field name to be queried
* Enter each value separated by a coma
  An Example: Enter 945001,955001,956001
* Select <Do Query>, at the bottom of the screen.

To query a range of values:
* Place the cursor in the field name to be queried
* Enter the first and last value in the range separated by (...).
  An example: By entering 940000...949999 in the *VEP/VECP Number(s)* field, all records that fall within that range will be retrieved.
* Select <Do Query>, at the bottom of the screen.

If there is a record or set of records corresponding to the query, the first screen for the first record is displayed. To move to the next screen of that record, select <NEXT SCREEN>. To move to the next record, select <EXIT>.

VI.   Reports

Preformatted Reports

*   Select **Reports** from the main menu.
*   Select **Generate Preformatted Reports** from the Reports sub menu. A short description of each report is provided on pages 24-38 of the LOGSA VEMS User Manual.
*   Select the report from the list of VEMS reports. To select this option using the mouse, click and hold for the menu of available reports to be displayed. Drag until the desired report is highlighted and release the mouse button.
*   The **Reporting Parameters Screen** is displayed.
*   Select the report parameters.
*   Select <ACCEPT>.
*   Additional reporting parameters will be required to run the report. Complete the screen for the selected report.
*   Select the destination for the report. **Browse** will display the selected report on screen. **Printer** will send the selected report to the printer. **File** will send the report to a file. A box will display the drive:\path\filename for the saved report. You can then view this report from the menu option **View Saved Report**.
*   Select <ACCEPT>. Wait while the report in being generated. When Browsing...
    -    Select <<Done>> to end session.
    -    Select <More> to continue to advance the screen and view more of the report.
    -    Use the [arrow] keys or click on the diamond in the bottom corners of the screen to view to entire report.

Quarterly Reports

*   Select **Reports** from the main menu.
*   Select **Generate Quarterly Reports** from the Reports sub menu. The **Quarterly Reports menu** is displayed.
*   Follow instructions under **Preformatted Reports** on pg 5 (previous page).
*   Select <ACCEPT>. This report is saved in a file.

Additional Reports/Forms

Additional information needed for the VE system operation is provided in the **e:\io\ve** directory . This directory contains documents specific to VE Reporting, Manuals, and VE Training created in either *Microsoft Word, Excel*, or *Power Point*. The **Current** sub directory contains cumulative reports for the current quarter. The **Reports** sub directory contains reports for each quarter of the current fiscal year. Archives of past fiscal years are saved to disk or tape. The **Forms** sub

directory contains reports, forms, and labels specific to VEPs, VECPs, quarterly information, and Value Engineering Office (VEO) information. The **Manual** sub directory contains the Data Requirements document and VEMS user instructions. The **Charts\Training** sub directory contains VE training documents. The **Charts** sub directory also contains VE and IO Logos, VE training charts, and charts specific to individuals in the VE Office.

To view, update, and/or print an additional report:
* Click twice on the **Microsoft Office** icon.
* Click twice on the either the **Microsoft Word 6.0** icon, the **Microsoft Excel 5.0** icon, or the **Microsoft Power Point** icon from the **Microsoft Office Window**.

From the Word or Excel main menu:
* Select **File** from the main menu .
* Select **Open** from the File sub menu.
* Change directory to **e:\io\ve**

From the Power Point main menu:
* Select **Open an existing presentation**.
* Change directory to **e:\io\ve\charts**

VII. File Server

Connecting to the file server is primarily for updating the VEMS executable or using CC:Mail. Updating the VEMS executable is only used when LOGSA informs AMCOM that there is a new executable available.

Connect to File Server

* Choose **File Server** from the main menu. Then choose *Connect to the File server* and a box will be displayed asking "Are you sure you want to connect to the file server?"
* Select either <Yes> or <No>. If Yes, a **Connection Status box** is displayed. The following statements are displayed:
  - Initializing...
  - Waiting for a connection...
  - Connected.
* Enter your login at the "Enter your login name:" prompt.
* Enter your password at the "Enter your password:" prompt. The **Value Engineering Management System Menu** is displayed. The list of options include login to the VEMS at LOGSA, Update the VEMS Executable, Bulletin Board/CC:Mail, and Utilities. Detailed instructions for using these features are provided in the written or on-line user manual provided by LOGSA and discussed in Section X.
* To quit, select **logout** from the **Value Engineering Management System Menu**.

Put Computer in Waiting Mode

The system is primarily put in waiting mode when LOGSA provides instructions to do so.

VIII.   Maintenance Utility

Backup/Restore

Backup and Restore procedures are provided in the written or on-line VEMS User Manual provided by LOGSA and discussed in Section X.

To Backup data:
*   Select **Maint Utility** from the main menu.
*   Select **Data Backup** from the Maint Utility sub menu. A screen is displayed allowing the user to choose the disk drive and informing the user of how many disk it will take for the data backup.

Transmit

*   Select **Maint Utility** from the main menu.
*   Select **Transmit** from the Maint Utility sub menu.
*   Enter TRANSMIT at the "Enter your login name:" prompt.
*   Enter the transmit password at the "Enter your password:" prompt.

IX.   Graphics

Prior to using the graphics package (Perspective), a query needs to be created and saved using the **Create New Report** sub menu option under the **Reports** main menu. A detailed description of a sample query is provided in the written or on-line user manual provided by LOGSA and discussed in the next section.

X.   On-Line User Manual

VEMS contains an on-line **user manual**. To read the manual, select **UM** from the main menu. You cannot make changes to the Users Manual. Only **LOGSA** has that capability. At any time, select **Exit** to return to the VEMS main screen. A hard copy of this manual is also provided in **Appendix C.**
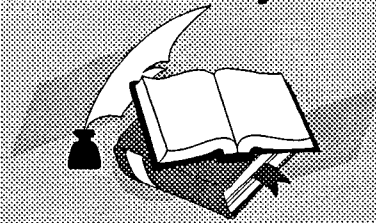
XI.   Getting out of VEMS

When ready to completely exit VEMS, press **Alt Q** or select **Quit** from the main menu.

APPENDIX A

Data/Checklist Requirements

VEMS Data Entry Requirements
VE Checklist Definitions

CONTENTS

I. Introduction

This is a format description for the type of information needed for the Value Engineering Management System (VEMS). The purpose of this document is to define data elements and describe acceptable input values for those data elements. **This is not an official document**. Each VE Specialist will complete the checklist provided at the front of each folder. Each VE proposal will be entered into the database and a print-out from VEMS will be returned to the VE Specialist. The VE Specialist should review each print-out and verify correct entry.

II. VECP File

Below is a list of needed VECP fields to complete the VECP checklist, a definition, and a description for "What type of information can be used?" and "Where it can be found in the VECP file?". Attachment A is the current VECP Checklist.

1. **VECP number** - The VECP number is an assigned number and identifies the individual VE action. The VECP number is recorded in the VE log book. It is identified by using the VE number listed along with the originator's number.

2. **Originator number** - The originator's number is the number assigned to the VECP by the contractor. It is provided in tab 1 of the VECP file on DD form 1692 or the cover letter submitting the VECP.

3. **System** - The organization is the acronym of the supported PEO or office reporting the VECP. The system name may be found on DD form 1692 or the cover letter submitting the VECP. The computer lab determines the PEO, PM, and weapon system codes using the system name.

4. **Office Symbol** - The organization's office symbol is the specific code assigned sub-element within each MSC. It is the office symbol of the MSC directorate or office reporting the VECP.

5. **Title of Change** - The title is a descriptive title of the VECP. It is provided in tab 1 of the VECP file on DD form 1692 in the "title of change" block.

6. **Type of Proposal** - The type of proposal for VECP's may be one of two selections.

> a. Acquisition - A VECP is *acquisition* when it involves a change to a contract or procurement dollars.

> b. Other - A VECP is *other* when it does not fall within the previously defined category (acquisition). To use *other* as the **type of proposal**, a short description must be provided.

7. **Budget Information** - Each year starting with the current year through the seventh year must be reported. This includes the **current** through **remaining fiscal years**. To report remaining

1

years, provide the beginning and ending FY and the dollar amount of savings for each year. Estimated savings is provided on the initial DD form 1692 and subsequent contract modifications. The actual savings is provided on the final contract modification.

    a. **Government** - Report **estimated** and **actual government savings ($K)**, and **estimated** and **actual collateral savings ($K)**.

    b. **Contractor** - Report **estimated** and **actual contractor savings ($K).**

8. **Appropriation Name** - The funding program element identifies the appropriation type of savings generated by the VECP.

9. **Appropriation Number** - The saving source identifies the specific program element that is the source of VE savings. Note: An appropriation name is not necessary when describing the savings source (appropriation number).

10. **Reprogrammed Savings** - Reprogrammed savings identifies the program element where VE savings is to be reprogrammed (reapplied).

11. **Function** - The function specifies the major function(s) of the item affected by the VECP in the verb-noun format.

12. **Spare Part Indicator**   - The spare part indicator determines whether the VECP involves a change to a spare part or not.

13. **Clause Indicator** - The clause indicator determines whether the VECP was submitted voluntarily (Incentive Clause) or if it is the result of a contract requirement (Requirement Clause).

14. **O&S Initiative** - This element indicates whether or not the VEP was identified by the O&S Office or the VEP was funded by the O&S Office.

15. **Current Proposal Status** and **Date of Action** - The current proposal status is the code that identifies the processing stage of the VECP. A list of possible processing stages is provided below.

    a. Open/Date of Receipt - The date of receipt is the date the VECP is initially received by any government office. It starts the time clock that measures the rate at which an organization responds to the VECP submitted. The VE specialist writes in this information on the VECP file checklist. It is provided in tab 2 of the VECP file on the Blue Card sent to the contractor.

    b. Approved-Disapproved-Withdrawn/Date of Technical Decision - The date of technical decision is the date the technical review board (CCB, VERB, etc.) approved or disapproved the VECP or the contractor withdrew the VE change. The date must be later than or equal to the **date of receipt** and must precede the **date of financial settlement**. If

the VECP is approved or disapproved, this information is provided in tab 3 at the bottom of DD form 1692 by the contracting officer's signature in the "date signed" block. If the VECP is withdrawn, tab 3 will contain a letter from the contractor or a signed MFR.

c. Deactivated/Date of Deactivation - The date of deactivation is the date the VECP is moved outside Government control. This date must be later than the **date of receipt**. This information is provided on a signed MFR in tab 4.

d. Reactivated/Date of Reactivation - The date of reactivation is the date the VECP is moved inside Government control. This date must be later than the previous deactivation date. This information is provided on a signed MFR in tab 4.

e. Date of Implementation - The date of implementation is the date the VE change was implemented. This date corresponds to the date that the government accepts an end item with the changed configuration or the new process or procedure is initiated. This date must follow or equal the **approval date**. This information is provided in tab 5 on the first contract modification in the "effective date" block.

f. Date of Interim Modification - The date of interim modification is the date the VECP is modified, but not financially settled. This date does not stop the clock that measures an organization's processing time. The date of interim modification must follow or equal the **implementation date**. This information is provided on the contract modification(s).

g. Final Settlement/Date of Financial Settlement - The date of financial settlement is the date the VECP is financially settled. The contract is modified to reflect financial settlement with the contractor. The date stops the clock that measures an organization's processing time. The date of final modification date must follow or equal the **interim mod date**.

h. NLT Settlement/Date of Contractor Modification - A Not Less Than (NLT) settlement date may precede the final modification. It includes the dollar amount settled and stops the clock that measures an organization's processing time. This information is provided on the contract modification(s) at the bottom of DD form 1692 by the contracting officer's signature in the "date signed" block.

16. **Contract & Interim Contract Mod Number**

a. **Contract Mod Number** - The contract modification number identifies the mod number for the contract in which a final settlement was completed. This information is provided on the final contract modification.

b. **Interim Contract Mod Number** - The interim contract modification number identifies the latest interim contract modification, before the final settlement is completed. This information is provided on each contract modification occurring before the final settlement.

17. **Contract Number** - The contract number identifies the contract against which the VECP is submitted. This information is provided in tab 1 of the VECP file on the DD form 1692 in the "contract number" block.

18. **Contractor Cost to develop, test, and implement** - The contractor's cost to develop, test, and implement. Estimated cost is provided on the initial DD form 1692 and subsequent contract modifications. The actual cost is provided on the final contract modification.

19. **Government Cost to develop, test, and implement** - The cost is the government's direct, non-recurring investment cost to develop, test and implement the VECP (excluding overhead and administrative costs). Estimated cost is provided on the initial DD form 1692 and subsequent contract modifications. The actual cost is provided on the final contract modification.

20. **Government Share of VECP Savings** - The government share of VECP savings indicates the percentage of savings that the government receives as a result of the VECP. The government share will depend on the type of VE clause in the contract and the type of contract. The percentage is either a Split of 75% government and 25% contractor (requirement) or 50% government and 50% contractor (incentive).

III. VEP File

Below is a list of needed VEP fields to complete the VEP checklist, a definition, and a description for "What type of information can be used?" and "Where it can be found in the VEP file?". Attachment B is the current VEP Checklist.

1. **VEP number** -The VEP number is the number assigned by the VE office and identifies the individual VE action. The VEP number is recorded in the VE log book. It is identified by using the VE number listed along with the originator's number.

2. **Originator's Number** - The originator's number is the number assigned to the VEP by the originating activity. This information is provided in tab 1 of the VEP file with the identification documentation.

3. **System** - The organization is the acronym of the supported PEO or office reporting the VEP.

4. **Office Symbol** - The organization's office symbol is the specific code assigned within each MSC. It is the acronym of the supported PEO or office symbol of the MSC directorate of office reporting the VEP.

5. **Title** - The title is a descriptive title of the VEP. The VE specialist writes in this information on the VEP file checklist. It is provided with the identification documentation.

6. **Type of Proposal** - The type of proposal for VEP's may be one of three selections.

a. Administrative - A VEP is *administrative* when it does not involve a change to a contract or procurement dollars. Only VEP's can be administrative.

b. Acquisition - A VEP is *acquisition* when it involves a change to a contract or procurement dollars.

c. Other - A VEP is *other* when it does not fall within the previously defined categories (administrative or acquisition). To use *other* as the **type of proposal**, a short description must be provided.

7. **Current Proposal Status** and **Date of Action** - The current proposal status identifies the processing stage of the VEP. A definition of each is provided below.

a. Open/Date of Receipt - The date of receipt is the date that the VEP is formally submitted for a decision by its proponent organization. It starts the time clock that measures the rate at which an organization responds to the VEP submitted. This information is provided in tab 2 of the VEP file. It may be provided on/within the study and is typically stated as the date study completed; or it may be provided on other documentation that establishes the date study completed.

b. Approved-Disapproved-Withdrawn/Date of Technical Decision - The date of approval/disapproval/withdrawal is the date the VEP was technically approved/disapproved/withdrawn. The date must follow or equal the **date of receipt**. This information is provided in tab 3 of the VEP file. It may be provided either on the basic AMCOM VE approval/disapproval document; or it may be provided on other documentation that establishes the date of technical decision.

c. Date of Implementation - The date of implementation is the date the VE change was implemented. This date corresponds to the date that the government accepts an end item with the changed configuration or the new process or procedure is initiated. This date must follow or equal the **approval date**. This information is provided in tab 3 of the VEP file. It may either be the date provided on the basic AMCOM VE approval document or the date on the implementation documentation provided in tab 5.

d. Settled/Date of Verification - The date of verification is the date the reapplication of the VEP savings is verified by an office or organization having authority to reapply the funding. The date stops the clock that measures an organization's processing time. This information is provided in tab 4 of the VEP file with the budget verification documentation.

8. **Time Code** - The time code determines whether the proposal was generated prior to or after production of the end item.

9. **Spare Part Indicator** - The spare part indicator determines whether the VEP involves a change to a spare part or not.

10. **O&S Initiative** - This element indicates whether or not the VEP was identified by the O&S Office or the VEP was funded by the O&S Office.

11. **Budget Information** - Each year starting with the current year through the remaining years must be reported. This includes the **current** through **remaining fiscal years** and **actual government saving (K$)**. This information is provided in tab 4 of the VEP file. Savings years 1-3 are provided with the budget verification documentation. Savings years 4 - remaining years may be provided either on the budget verification documentation or by the VE specialist/others on a signed MFR based on information provided by the originating organization for informational purposes only. To report remaining years, provide the beginning and ending FY and the dollar amount of savings for each year.

12. **Government Cost to develop, test, and implement** - The cost is the government's direct, non-recurring investment cost to develop, test and implement the VEP (excluding overhead and administrative costs). This information is provided in tab 2 or tab 3 of the VEP file with the study.

13. **Appropriation Name** - The funding program element identifies the appropriation type of savings generated by the VEP. This information is provided in tab 2 of the VEP file. It may be provided on other documentation that establishes the appropriation name.

14. **Appropriation Number** - The saving source identifies the specific program element that is the source of the VE savings. Note: An appropriation name is not necessary when describing the savings source (appropriation #.AMCMS code). This information is provided in tab 4 of the VEP file with the budget verification documentation.

15. **Reprogrammed** - Reprogrammed savings number identifies the program element where the VE savings is to be reprogrammed (appropriation #.AMCMS code). This information is provided in tab 4 of the VEP file with the budget verification documentation. If there is cost avoidance savings, enter "cost avoid" in the reprogrammed field.

16. **Sharing Organization** - This is the acronym of the supported PEO or office symbol of the MSC directorate or office sharing the VE savings.

17. **Amount Shared** - This is the dollar amount shared between two or more installations or organizations.

18. **Percent Shared** - This is the percentage of the savings that is credited to the sharing organization.

ATTACHMENT A

VECP Checklist

VECP File Checklist

VECP #: _____1_____   Originator #: _____2_____
System: _____3_____   Office Symbol: _____4_____
Title of Change: _____5_____

Type of Proposal: 6a__ Acquisition
                          6b__ Other   Define_____

Savings: YR of Savings	FY	Gov't Savings ($K)	Collateral Savings ($K)	Contractor Savings ($K)
Year 1 - Current	(1998)	$____7a____	$____7a____	$____7b____
Year 2 - Budget	(1999)	$_____	$_____	$_____
Year 3 - Future	(2000)	$_____	$_____	$_____
Year 4 -	(2001)	$_____	$_____	$_____
Year 5 -	(2002)	$_____	$_____	$_____
Year 6 -	(2003)	$_____	$_____	$_____
Year 7-	(2004)	$_____	$_____	$_____
Remaining Years(2005) - (2007)		$_____	$_____	$_____

Appropriation Name: _____8_____
Appropriation Number: _____9_____   Reprogrammed Savings: _____10_____

Tab 1: Copy of VECP
Function: _____11_____   Clause Indicator: 13_ Incentive 13_ Requirement
Spares: 12_ Yes 12_ No   O&S Initiative: 14_ Yes 14_ No

Tab 2: Copy of Blue Card
Date VE Office received VECP as stated on blue card: _____15a_____

Tab 3: VECP Date: Approved ___15b____ *or* Disapproved____15b____ *or* Withdrawn____15b____

Tab 4: Deactivation/Reactivation Records and Dates   15c &/or 15d

Tab 5: MODIFICATION 1:   Mod #___16a/b____   Contract #_____17_____
Date Mod Signed:__15f/g/h__   Date VEO received Mod:_____   Implementation Date:___15e__
Savings Calculations: Total VECP Savings: $_____ (less)
Contractor D/I Cost: $_____18_____ (less) Gov't D/I Cost: $_____19_____ (equals)
VECP Savings: $_____ (X)   Gov't _____% = Gov't Savings: $_____20_____
Summary:
_____
_____

Tab 6: MODIFICATION 2:   Mod #_____   Contract #_____
Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____
Savings Calculations: Total VECP Savings: $_____ (less)
Contractor D/I Cost: $_____ (less)   Gov't D/I Cost: $_____ (equals)
VECP Savings: $_____ (X)   Gov't _____% = Gov't Savings: $_____
Summary:
_____
_____

Tab 7: MODIFICATION 3:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

Savings Calculations: Total VECP Savings: $_____   (less)

Contractor D/I Cost: $_____   (less)   Gov't D/I Cost: $_____   (equals)

VECP Savings: $_____   (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

Tab 8: MODIFICATION 4:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

Savings Calculations: Total VECP Savings: $_____   (less)

Contractor D/I Cost: $_____   (less)   Gov't D/I Cost: $_____   (equals)

VECP Savings: $_____   (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

Tab 9: MODIFICATION 5:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

Savings Calculations: Total VECP Savings: $_____   (less)

Contractor D/I Cost: $_____   (less)   Gov't D/I Cost: $_____   (equals)

VECP Savings: $_____   (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

Tab 10: MODIFICATION 6:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

Savings Calculations: Total VECP Savings: $_____   (less)

Contractor D/I Cost: $_____   (less)   Gov't D/I Cost: $_____   (equals)

VECP Savings: $_____   (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

Tab 11: MODIFICATION 7:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

Savings Calculations: Total VECP Savings: $_____   (less)

Contractor D/I Cost: $_____   (less)   Gov't D/I Cost: $_____   (equals)

VECP Savings: $_____   (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

ATTACHMENT B

VEP Checklist

VEP File Checklist

VEP #: _____1_____   Originator #: _____2_____
System: _____3_____   Office Symbol: _____4_____
Title: _____5_____

Type of Proposal: 6a__ Administrative
                            6b__ Acquisition
                            6c__ Other   Define _____

Tab 1: Identification of VE effort date: _____

Tab 2: Study completed date: _____7a_____

      Time code: 8_Prior to production   8_After production   8_Non-hardware/Software
      Spare part: 9_Yes   9_No   **O&S Initiative:**   10_Yes 10_No

Tab 3: Date of technical decision: Approved _____7b_____
                                           Disapproved _____7b_____
                                           Withdrawn _____7b_____

Tab 4: Savings Information   Verification date ____7d_____

YR of Savings	FY	$'s
Year 1 - Hard Dollar	(1998)	_____11_____
Year 2 - Budget	(1999)	_____
Year 3 - Future Budget	(2000)	_____
Year 4 -	(2001)	_____
Year 5 -	(2002)	_____
Year 6 -	(2003)	_____
Year 7 -	(2004)	_____
Remaining Years -	(2005) - (2007)	_____

Implementation Cost: $_____12_____(K)

Appropriation Name: 13_ PA   13_ RDTE   13_ OMA   Other _____
Appropriation #: _____14_____ Reprogrammed to: _____15_____

If Shared: Sharing Organization _____16_____   VEP# _____ Originator # _____
Total VEP savings: $_____(K) (x) ____17_____ % shared =
                                       Other organization's savings $_____18_____(K)

Tab 5: Implementation Documentation   Date Implemented _____7c_____

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APPENDIX B

VEP/VECP Input/Checklist Forms

VECP Checklist and Input Form

VECP File Checklist

VECP #: _____   Originator #: _____

System: _____   Office Symbol: _____

Title of Change: _____

Type of Proposal: __ Acquisition
                          __ Other   Define_____

Savings: YR of Savings	FY	Gov't Savings ($K)	Collateral Savings ($K)	Contractor Savings ($K)
Year 1 - Current	(1998)	$_____	$_____	$_____
Year 2 - Budget	(1999)	$_____	$_____	$_____
Year 3 - Future	(2000)	$_____	$_____	$_____
Year 4 -	(2001)	$_____	$_____	$_____
Year 5 -	(2002)	$_____	$_____	$_____
Year 6 -	(2003)	$_____	$_____	$_____
Year 7-	(2004)	$_____	$_____	$_____
Remaining Years (2005) - (2007)		$_____	$_____	$_____

Appropriation Name: _____

Appropriation Number: _____   Reprogrammed Savings: _____

Tab 1: Copy of VECP
          Function: _____   Clause Indicator: __ Incentive __ Requirement
          Spares: __ Yes __ No   O&S Initiative: __ Yes __ No

Tab 2: Copy of Blue Card
          Date VE Office received VECP as stated on blue card: _____

Tab 3: VECP Date: Approved _____ *or* Disapproved_____ *or* Withdrawn_____

Tab 4: Deactivation/Reactivation Records and Dates

Tab 5: MODIFICATION 1:   Mod #_____   Contract #_____
Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____
Savings Calculations: Total VECP Savings: $_____ (less)
Contractor D/I Cost: $_____ (less)   Gov't D/I Cost: $_____ (equals)
VECP Savings: $_____ (X)   Gov't _____% = Gov't Savings: $_____
Summary:

_____

_____

Tab 6: MODIFICATION 1:   Mod #_____   Contract #_____
Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____
Savings Calculations: Total VECP Savings: $_____ (less)
Contractor D/I Cost: $_____ (less)   Gov't D/I Cost: $_____ (equals)
VECP Savings: $_____ (X)   Gov't _____% = Gov't Savings: $_____
Summary:

_____

_____

Tab 7: MODIFICATION 3:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

<u>Savings Calculations:</u>   Total VECP Savings: $_____   (less)

Contractor D/I Cost: $_____   (less)   Gov't D/I Cost: $_____   (equals)

VECP Savings: $_____   (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

Tab 8: MODIFICATION 4:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

<u>Savings Calculations:</u>   Total VECP Savings: $_____   (less)

Contractor D/I Cost: $_____   (less)   Gov't D/I Cost: $_____   (equals)

VECP Savings: $_____   (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

Tab 9: MODIFICATION 5:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

<u>Savings Calculations:</u>   Total VECP Savings: $_____   (less)

Contractor D/I Cost: $_____   (less)   Gov't D/I Cost: $_____   (equals)

VECP Savings: $_____   (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

Tab 10: MODIFICATION 6:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

<u>Savings Calculations:</u>   Total VECP Savings: $_____   (less)

Contractor D/I Cost: $_____   (less)   Gov't D/I Cost: $_____   (equals)

VECP Savings: $_____   (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

Tab 11: MODIFICATION 7:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

<u>Savings Calculations:</u>   Total VECP Savings: $_____   (less)

Contractor D/I Cost: $_____   (less)   Gov't D/I Cost: $_____   (equals)

VECP Savings: $_____   (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

VECP Input

VECP #: _____ VE Action Officer: _____

System: _____ Originator #: _____

PEO/PM: _____ Title of Change: _____

Current Proposal Status:

__ Open	Date: _____		__ Implemented	Date: _____
__ A/D/W	Date: _____		__ Contractor Mod	Date: _____
__ Deactivated	Date: _____		__ Settled	Date: _____
__ Reactivated	Date: _____		__ Additional Settlement Date:_____

Budget Information:

Estimated ($K) YR of Savings	FY	Government Gross Savings	Government Collateral Savings	Contractor Gross Savings
Year 1 - Current	[ ]	$[ ]	$[ ]	$[ ]
Year 2 - Budget	[ ]	$[ ]	$[ ]	$[ ]
Year 3 - Future	[ ]	$[ ]	$[ ]	$[ ]
Year 4 -	[ ]	$[ ]	$[ ]	$[. ·]
Year 5 -	[ ]	$[ ]	$[ ]	$[ ]
Year 6 -	[ ]	$[ ]	$[ ]	$[ ]
Year 7 -	[ ]	$[ ]	$[ ]	$[ ]
Remaining Yrs -	[ ] [ ]	$[ ]	$[ ]	$[ ]

Actual

	FY	Government Gross Savings	Government Collateral Savings	Contractor Gross Savings
Year 1 - Current	[ ]	$[ ]	$[ ]	$[ ]
Year 2 - Budget	[ ]	$[ ]	$[ ]	$[ ]
Year 3 - Future	[ ]	$[ ]	$[ ]	$[ ]
Year 4 -	[ ]	$[ ]	$[ ]	$[ ]
Year 5 -	[ ]	$[ ]	$[ ]	$[ ]
Year 6 -	[ ]	$[ ]	$[ ]	$[ ]
Year 7 -	[ ]	$[ ]	$[ ]	$[ ]
Remaining Yrs -	[ ] [ ]	$[ ]	$[ ]	$[ ]

Cost: Gov't est $_____(K) actual $_____(K) .. ···   Cont'r est $_____(K) actual $_____(K)

Contractor Name: _____ Contractor Mod #: _____

Contractor #:_____ CAGE Code: _____

Contract #: DAAH01- _____ Interim Mod #/Date: _____

Type of Clause: *Procurement:*

___ Program Requirement Officer_____

___ Incentive Office Symbol_____ **O&S Initiative?___(Y/N)**

Type of Proposal: *Time Code:*

___ Administrative ___ Prior to production Appropriation _____

___ Acquisition ___ After production Source _____

___ Other Define_____ ___ Non-hardware/Software Reprogrammed_____

Weapon System _____ System _____ Function _____

Item Nomenclature _____

Spare Part Indicator: *Item Affected:* **Shared Savings?__(Y/N)**

___ Spares only National Stock # _____ Organization_____

___ Funded? (Y/N) Federal Stock # _____ Percent _____

___ Funded/Spares Part # _____ Total Shared $_____(K)

Description:

_____

_____

_____

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VEP Checklist and Input Form

VEP File Checklist

VEP #: _____ Originator #: _____

System: _____ Office Symbol: _____

Title: _____

Type of Proposal: __ Administrative
       __ Acquisition
       __ Other Define _____

Tab 1: Identification of VE effort date: _____

Tab 2: Study completed date: _____

   Time code: __Prior to production __After production __Non-hardware/Software
   Spare part: __Yes __No **O&S Initiative:** __Yes __No

Tab 3: Date of technical decision: Approved _____
             Disapproved _____
             Withdrawn _____

Tab 4: Savings Information   Verification date _____

YR of Savings	FY	$'s
Year 1 - Hard Dollar	(1998)	_____
Year 2 - Budget	(1999)	_____
Year 3 - Future Budget	(2000)	_____
Year 4 -	(2001)	_____
Year 5 -	(2002)	_____
Year 6 -	(2003)	_____
Year 7 -	(2004)	_____
Remaining Years -	(2005) - (2007)	_____

Implementation Cost: $_____ (K)

Appropriation Name: __ PA __ RDTE __ OMA Other _____
Appropriation #: _____ Reprogrammed to: _____

If Shared: Sharing Organization _____ VEP# _____ Originator # _____
Total VEP savings: $_____(K) (x) _____ % shared =
           Other organization's savings $_____(K)

Tab 5: Implementation Documentation   Date Implemented _____

VEP Input

VEP #: _____   VE Action Officer: _____
Organization: _____   Originator #: _____
PEO/PM: _____   Weapon System: _____
Office Symbol: _____   Procurement Officer: _____
Title: _____

Current Proposal Status:

Date Submitted: _____   Date Study Began: _____

__ Open   Date: _____   __ Withdrawn   Date: _____
__ Approved   Date: _____   __ Implemented   Date: _____
__ Disapproved   Date: _____   __ Settled   Date: _____

Budget Information (actual):

YR of savings	FY		Net Savings to Gov't ($K)		
Year 1 - Current	[	1998]	$[	]	
Year 2 - Budget	[	1999]	$[	]	**Implementation**
Year 3 - Future Budget	[	2000]	$[	]	Cost: $_____(K)
Year 4 -	[	2001]	$[	]	
Year 5 -	[	2002]	$[	]	**Shared?** ____(Y/N)
Year 6 -	[	2003]	$[	]	Organization _____
Year 7 -	[	2004]	$[	]	Percent _____
Remaining Years -	[2005]	- [2007]	$[	]	Total $_____(K)

Appropriation Name: _____   **O&S Initiative?** __(Y/N)
Source: _____   Reapplied: _____

Item Nomenclature: _____
Function: _____

Time Code: *Type of Proposal:*
___ Prior Production   ___ Administrative
___ After Production   ___ Acquisition
___ Non-hardware/Software   ___ Other   Define _____

Spare Part Indicator: *Item Affected:*
___ Spares only   National Stock #: _____
___ Funded Program? (Y/N)   Federal Stock #: _____
___ Funded/Spares   Part #: _____

Description:

_____
_____
_____
_____

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APPENDIX C

LOGSA VEMS User Manual

VALUE ENGINEERING MANAGEMENT SYSTEM

USER'S MANUAL

LOGISTICS SUPPORT ACTIVITY

VALUE ENGINEERING MANAGEMENT SYSTEM

USER'S MANUAL

TABLE OF CONTENTS

VALUE ENGINEERING MANAGEMENT SYSTEM (VEMS)

System User's Manual

SECTION 1. GENERAL

<u>1.1 Purpose of the User's Manual.</u> The objective of the User's Manual for the Value Engineering Management System (VEMS) is to provide the information necessary for the user to effectively use the automated information system.

<u>1.2 Project References.</u>

   a. Army Materiel Command (AMC) Regulation 70-8, AMC Value Engineering Program.

   b. Value Engineering Management System (VEMS) Functional System Description, 9 January 1995, prepared by Logistics Support Activity (LOGSA).

<u>1.3 Terms and Abbreviations.</u> Appendix A contains a list of abbreviations and acronyms referenced in this document.

<u>1.4 Security.</u> This regulation is considered unclassified. No privacy information is needed.

SECTION 2. SYSTEM SUMMARY

2.1 System Overview.

a. The Value Engineering Management System (VEMS) is intended to provide all AMC Major Subordinate Commands (MSCs) a "user friendly" system that can be used daily/weekly/monthly by the MSC Value Engineering Program Manager (VEPM) or action officer to generate information on VE activity. The system includes data required for monitoring and tracking:

- Savings goals and processing times.

- Compliance with VE activity outlined in the VE Program Master Plan.

- Contractor performance to ensure contract compliance.

- Training of VE personnel.

- VE efforts of other MSCs, PMs, activities and development laboratories/centers or arsenals who are developing or acquiring system components.

- Funding VE activities for individual programs and projects during planning and execution.

- Rewarding of significant accomplishments by any AMC personnel or contractors generating VE savings.

2.2 System Operation. The VEPM at each MSC will be the system administrator. He will be responsible to designate authorized system users.

The VEPM will assign passwords for the system when VEMS is installed. He/she can add users to the system using the following procedure:

Select Data Entry/Query from the Main Menu bar.
Select Security Maintenance.
Type in the new name, user ID and the password.
Determine the Security Level (user)
Determine access that the user should have (READ ONLY or READ and WRITE).
Enter Reporting Installation.
Choose <ACCEPT CHANGES>.

The VEPM can update users or delete users from the same data entry screen.

2.3 System Configuration. The system has been designed through application of an existing database software system (FoxPro) for operation on a MSDOS compatible personal computer (PC). The PC must be an IBM PC/XT/AT/386/486 compatible micro-computer, running DOS Version 3.1 or higher, with 640 kilobytes of conventional memory.

2.4 System Organization.

a. Input. The user can enter data into the system at any time. The preformatted data entry form screens provide the user with a means to add, update or query information in the database.

b. Output. The user can generate 33 preformatted reports, and custom reports that provide information to monitor and track VE activity. These reports can be used to compare processing performance, contractor performance, and the attainment of goals from year to year, or to evaluate the level of effort required to meet goals, processing times, etc. in the future. The reports can be generated at any time.

2.5 System Performance. VEMS provides the AMC MSC a "user-friendly" system. The system provides simple input formats for data entry and access to the data in the database through query or preformatted reports.

2.6 Contingencies and Alternate Modes of Operation. The database should be backed up on a regular basis. The frequency depends on the amount of data that the user can afford to re-enter if the system fails. The database should be backed at least once a week routinely, and after every session where a lot of data is entered.

Backing up the database is important because any computer is vulnerable to failure: a disk drive failure, an unexpected loss of power, a software failure, or a human error. These failures can result in the loss of data in the database. Additionally, two sets of backup diskettes should be kept; alternate between them for each backup. If an error occurs in one backup copy, the second set of backup diskettes can be used. That way, if a disk failure occurs, only the data from the last backup is lost.

2.7 Database. The data for this system resides on a relational database. See Appendix D for the database file layouts.

2.8 General Description of Inputs, Processing, and Outputs. VEMS is designed to allow you to enter data as if you were filling in a form; query and update existing data; or produce specific reports.

a. Inputs. Preformatted input screens, resembling paper forms, are used to enter data into the database. Similar to a paper form with blank underlined spaces, the space provided for each data element entry on the screen is indicated by a blank line.

Either the Up-Down Arrow keys, the Enter key, or the mouse are used to move the cursor from one data element field to another. To move forward to the next screen, move cursor to <NEXT SCREEN> and either press the enter key or click with the mouse. Pressing the ALT key and the Q key simultaneously allows the user to quit entering data and escape from the file. The data entered is discarded and the user is returned to the VALUE ENGINEERING screen.

The data entry preformatted input screens are organized into unique groups. The number of screens in each group varies depending on the number of data elements associated with that group. The groups are defined as follows:

- VEP Data Entry. The Value Engineering Proposal (VEP) Data Entry Screens contain the administrative, technical and financial data associated with a VE study or VEP.

- VECP Data Entry. The Value Engineering Change Proposal (VECP) Data Entry Screens contain the administrative, technical, financial, and contractual data associated with a candidate VECP or a VECP.

- Miscellaneous Data Entry:

- Location (Tracking) Data Entry Screens. The Location (Tracking) Data Entry Screens contain data to monitor the movement of active VE actions through the processing cycle. Milestone dates have been included in this file to track VE proposal processing against established milestones.

- Management Summary Data Entry Screens. The Management Summary Data Entry Screens contain narrative explanations related to unusual occurrences or delays in the normal processing of a VE action.

- Savings Goal Data Entry Screens. The Savings Goal Data Entry Screens contain the organizational savings goal assignments for a fiscal year and the savings goals assigned to individual contractors by the MSC for a fiscal year. Saving goals for the MSC, the PEOs, and the Owners are also entered into the consolidated database through these screens, however, access is limited to HQ, AMC, IEA, and LOGSA.

- Quarterly Information Data Entry Screens. The Quarterly Information Data Entry Screens contain data pertaining to the VE Office operation, including personnel, training and funding.

- Point of Contact Data Entry Screen. The POC Data Entry Screen contains the name, address, phone number, and electronic mail address of the VE office point of contact.

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- VEPRC Data Entry Screens. The VE Program Requirement Clause Data Entry Screens contain data associated with VECPs, such as CLIN cost and the Contract Value. Data entry through these screens is optional.

- Security Maintenance. The Security Maintenance Data Entry Screen allows the VEPM to maintain system users' login ID's, passwords, and access levels.

b. Processing. VEMS is designed to check the validity of the data entered into the data element fields. When data is entered into a data element field, the validation check on that data element field and any related data element field is activated.

VEMS performs three types of checks: Range, Required Field, and/or Duplicate Record checks on the data entered. If any errors are identified, an appropriate message appears in a window on the screen.

Required Field Check. If any of these data element fields are left blank, the cursor will not move from that screen. An error message appears on the screen indicating what data to add (e.g., "Date of Receipt must be entered").

Range Check. If a specific symbol or code is required for a data element field, VEMS checks that the data entered matches one of the choices. When an incorrect symbol or code is entered, a purple window appears on the screen with an error message displayed. When any key is pressed to continue (or the mouse is moved), the cursor remains on the data element field(s) that must be corrected.

If a choice is required, press the spacebar to display the choices. Select the correct data element by using the Up-Down Arrow keys (or mouse) and press the Enter key to save. The selected value is automatically entered.

If one data element field is related or dependent on another, VEMS checks that the data is entered in both fieldsand that the data is correct. Date fields, for example, are checked against each other to make sure that the dates entered into the date fields follow a specified sequence. Record Check. The record (VE project) being added is checked against the records (projects) in the database. If that record already exists, the associated data entry screens (containing data) will be displayed. If the record is not in the database, empty data entry screens will be displayed .

c. Outputs. VEMS generates 33 standard reports which provide current as well as historical information on VE activity at the MSC level. The reports are designed to allow the user to specify how the data is to be selected (by PEO, by Owner, etc.) and the time frame (beginning and ending date or fiscal year) for the report.

The 33 standard reports include:

OMB Annual VE Report. The OMB Annual VE Report is a consolidated report of VE activity (savings and costs) for the fiscal year. This report will be generated by HQ, AMC, IEA or LOGSA, only.

Program Execution Report. The Program Execution Report contains consolidated data in graph form. It will be generated quarterly by HQ, AMC, IEA, or LOGSA, only.

Contractor Participation Summary. The Contractor Participation Summary report summarizes the status of the contractor participation in the VE Program. It lists all VECPs that were received or settled during the selected time frame.

Active VEPs/VECPs Active/Deactivated. These two reports list all the VE actions in the database by number. They provide key information, including status, milestone dates and savings.

Savings Analysis. The Savings Analysis Report summarizes the MSC's, PEO's, and Owner's progress towards their savings goals. It reports on only those settled/verified VECPs/VEPs based on Contract Mod Date/Financial Settlement Date. Only those VEPs/VECPs settled in the selected fiscal year or selected quarter or corresponding timeframe in the previous fiscal year are included.

Average Processing Time. The Average Processing Time report summarizes the time required (number of days) to technical decision (approval/disapproval) and financial resolution. If neither milestone has occurred, the report calculates the time the VE action has been in the cycle.

Progress Towards VEP/VECP Processing Time Goals. This report summarizes average processing time for VEPs/VECPs. It repeats data from the YTD Performance columns on the Average Processing Time Report.

Statistical Summary of VE Actions. The Statistical Summary of VE Actions is a report of savings, costs, funds set aside, and number of people trained during the fiscal year.

VECP Status Summary. The VECP Status Summary report summarizes the status of VECPs for a three-year period.

VEP Status Summary. The VEP Status Summary report summarizes the status of VEPs for a three-year period.

Active VE Proposal Status Report. The Active VE Proposal Report lists by VE number, the current status of VEPs/VECPs that are open, giving the present location, number of days active and deactivated, total number of days in cycle, and the estimated savings.

Deactivated VECPs Report. The Deactivated VECPs Report lists all currently deactivated VECPs in the user's data base.

Cumulative FYXX Dollar Savings Report. This is a savings report that includes all OPEN VEPs/VECPs, all APPROVED VEPs/VECPs, and all VEPs/VECPs SETTLED in the selected fiscal year.

Savings Summary Report for Period MM/DD/YY to MM/DD/YY. This is a savings report which includes all VEPs/VECPs that were settled or had Contract Mods issued during the selected period.

VECPs Where Contractor Has Not Been Notified of the Technical Decision. This report lists all VECPs which have a Technical Decision Date, but the contractor has not been notified.

VECPs That Have Been Approved But Not Settled. This report lists all VECPs which have been approved (have a Contractor Notification Date), but not settled (do not have a Date of Contract Mod or a Settlement Date).

VECPs Closed By Contract Mods But Not Showing Settlements Issued. This report lists projects closed by contract mods (having a Contract Mod Date) but not showing settlements issued (not having a Settlement Date).

Value Engineering Change Proposals. This report lists the current status for every VECP on the database.

VEPs/VECPs Technically Approved As Of MM/DD/YY. This report lists all VECPs or VEPs which have been technically approved (have a Date of Technical Decision).

VECP Settlements. This report lists VECPs that have been settled (Contract Mod Date or Settlement Date) during the selected fiscal year.

Settled VEP Actions. This is the VEP version of the VECP Settlements report. It includes VEPs that have been settled during the selected fiscal year.

Approved VECP Action Report. This report lists all approved (have a Contractor Notification Date) VECPs.

VECP Settlements Pending. This report lists all VECPs where the contractor has been notified (have a Contractor Notification Date) but have not been settled (have no Contract Mod Date or no Financial Settlement Date).

Completed Technical Evaluation Times for Fiscal Year XX. This report lists all approved (have a Contractor Notification Date) VECPs where the Contractor Notification Date is in the selected fiscal year.

Completed VECP Settlement Times For Fiscal Year XX. This report lists all VECPs which have a contract mod issued and/or have been financially settled, as long as the Contract Mod Date or the Financial Settlement Date falls within the selected fiscal year.

VECP Technical Evaluations Pending Over XXX Days Prior To Contractor Notification. This report lists

all VECPs which have been received but not yet approved (have no Contractor Notification Date). It will include all those whose TOTAL DAYS (NOT NET DAYS) are equal to or greater than the number of days entered.

VECP Financial Settlements Pending Over XXX Days Following Contractor Notification. This report lists all approved (have a Contractor Notification Date) VECPs which have not been settled and/or a contract mod has not been issued. The report includes all VECPs where TOTAL DAYS (NOT NET DAYS) is equal to or greater than the length of time selected.

Deactivated VECPS. This report lists all deactivated VECPs.

VECPs/VEPs Approved And Settled For Period MM/DD/YY TO MM/DD/YY. This report lists all VECPs/VEPs approved and settled during the specified time period.

Value Engineering Action Summary - Major Programs. This report lists all VECPs associated with major programs that have been financially settled (Contract Mod Date or Financial Settlement Date) within the selected fiscal year.

AMC Program Manager Participation. This report lists all VEPs/VECPs received or settled (Contract Mod Date or Financial Settlement Date) during the selected time period.

VEPRC Summary Report. This report lists data for VECPs such as CLIN Cost, Contract Value and the Savings to Investment Ratio.

Candidate VECP Report. This report lists those projects that are currently candidate VECPs and those actual VECPs that were candidate VECPs at one time. In addition to these standard reports, the user can generate custom reports specifying the data to be displayed.

SECTION 3. FUNCTIONS RELATED TO TECHNICAL OPERATIONS

3.1 Initiation Procedures. Each MSC VEPM will assign authority to those individuals within their organization who can input data into VEMS. These individuals will be assigned a password and will be added to the list of users (See Section 2.2).

Once the user logs on to the computer, VEMS is accessed by the following procedure:

At the C:> prompt, type cd\vems and press Enter.

    C:>cd\vems

(This command changes the directory to the directory containing the VEMS Executable.)

At the C:\vems> prompt, type vems. Press Enter.

    C:\vems> vems

Next you will see the VEMS System Security screen.

At the prompt "Enter User ID", type: Your name as it was input into the security database. Press Enter.

At the prompt "Enter User Password", type: Your password as it was input into the security database.

The VEMS logo screen appears. Press Enter to continue.

The VEMS Main Menu Bar is then displayed, horizontally.

A letter in each option is highlighted. To select an option from the Main Menu Bar, either use the mouse to move the cursor to the option you want and then click with the mouse, or use the keyboard and press the ALT key while pressing the highlighted letter of the option, at the same time.

IMPORTANT: If at any time while you are in VEMS, a red box is displayed with the words CANCEL in the lower left corner and IGNORE in the lower right corner with an error message in the middle of the box, call LOGSA immediately. Read the error message to LOGSA and you will be advised how to continue. If you cannot reach LOGSA, print the screen with the error message and choose CANCEL. Notify LOGSA as soon as possible. LOGSA may need to know what version of VEMS you are using. To determine the version of VEMS that is installed on your PC, choose Maint Utility from the Main Menu Bar. Choose "About" from the next menu. The version is displayed on the screen, as well as the version date.

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3.2 Input Requirements.

a. Reason for input. Data is entered into VEMS whenever there is a change in status of a VE proposal.

b. Frequency of input. Data can be input at anytime during the fiscal year. Consolidated database updates should be transmitted monthly, or at the very least, once per quarter. A consolidated database update should be made whenever a VE project is being deactivated, financially settled or status change is unusual (approved to disapproved or withdrawn; disapproved or withdrawn to approved).

c. Security. Only selected individuals within an organization will have access to VEMS. Those individuals will have assigned passwords. The VEPM will assign passwords and levels of access.

3.2.1 Input Formats.
Preformatted input screens are used to add, update or query information in the database. From each input screen, you can use the ESC key to go back to the previous screen, click on <NEXT SCREEN> to go to the next screen or exit without saving by pressing ALT + Q or clicking on QUIT on the top menu bar. To add information to the database, press enter or click on <UPDATE> on the last data entry screen. When red message box is displayed, press ENTER or click on OK.

The user should move through each data element field in the order that they appear on the screen, entering data if he chooses as he moves down the screen. The Down Arrow key, the Enter key, the TAB key, or the mouse moves forward to the next data element field and the Shift backspace key moves back to the previous field. If a character is typed into the last position of the field and the Enter key is pressed or the mouse is clicked, the cursor automatically goes to the next data element field.

With the exception of a few data element fields, data does not have to be entered in any of the data element fields on the screen. However, if data is entered in a data element field, the system checks the validity of the data entered.

The cursor may skip over a data element field on the screen. Data is entered into these fields automatically. Additionally, certain fields on the screen may have a value (default value) indicated in that field. Data entry is not prevented in such a field. The cursor will go to the field and the default value can be overwritten. The default values are only there to assist the user.

When all of the data for one screen has been entered, move the cursor to <NEXT SCREEN> and press the Enter key or click the mouse to save the information and bring up the next input screen. If you wish to abort an entry, press ALT Q or click on QUIT at top menu bar on any of the input screens. All data entered up to that point will be discarded.

The user can move backwards to the previous screen at any time by pressing the ESC key.

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3.2.2 Composition Rules.

a. <u>Format.</u> The procedure to enter data in a data element field depends on the field type. For most field types, data is entered from left to right and, as a character is typed, the cursor moves forward. Date fields and Multiple Choice fields have a different data-entry procedure:

Date Fields. Only digits are accepted in these fields. All dates are entered as mmddyy. The punctuation character (//) is automatically displayed.

The value entered in the date field is checked against acceptable values. For the month, only those numbers between 01-12, corresponding to the months in the year, are accepted. For the day, only those numbers between 01-31, corresponding to the days in the particular month, are accepted. Acceptable values for the year range from 00-99.

Multiple Choice Fields. Multiple choice fields have a fixed set of choices. These choices are either positioned by the data element field on the screen or accessed using the TAB or arrow key, or clicking with the mouse. Only one of these choices is accepted.

b. <u>Help.</u> The F1 Function key is used to access "HELP". The "HELP" is designed to provide ready access to explanations, descriptions, definitions or choices, for the system or the individual data elements. The message "Press F1 for ...." appears on the screen, to tell the user that "HELP" is available. Position the cursor on the appropriate data element field or system option and press the F1 Function key.

The types of "HELP" available include:

One-line message. These messages appear at the bottom of the screen and provide information on the data element fields. The message depends on the data element highlighted by the cursor. The message may define the data element, instruct the user to enter the data in a specific format (Example: Date is entered as mm/dd/yy), or list the specific choices, if the data element field requires a specific code or symbol.

Some of the one-line messages will instruct the user to "Press F1 for description." This appears when the data element field requires more than one line of explanation. Press the F1 Function key and a window appears on the screen with the description.

To return to the data entry screen, press the Enter key.

Choice menus. Many data element fields require a specific code or symbol. If the choices are too numerous for the space at the bottom of the screen or on the screen next to the data element field, a message instructs the user to press the spacebar for a choice menu.

To select choices in a window, position the cursor on a choice by using Up-Down Arrow keys,

or scrolling with the mouse. Select by pressing the Enter key or clicking with the mouse. When a selection is made, the window disappears and the cursor returns to the data element field. Press the Enter key to continue.

c. Restrictions. User has the option of entering an "Owner" code, or a PEO code/PM code. If user has entered an Owner code, he is restricted from entering a PEO code and a PM code.

3.2.3 Input Vocabulary. VEMS has been designed to validate data entered on the screen, either when a new record is added or an existing record is updated. Before it is saved in the database, the system checks that the data is entered correctly.

The system checks for the following:

The order that milestone dates occur in the life of the VE proposal. The VE proposal, for example, must be received by a government office before a technical decision is made (e.g., approved, disapproved, withdrawn).

Data has been entered in all required data element fields. Receipt Date, for example, is a required field for an open project.

Data that is entered in all fields is correct. VEP Number, for example, must be six digits and the number must be between FY0001 - FY4999.

Data element fields that are interrelated (e.g., an entry in one field requires an entry in the other) contain the appropriate data. If the Current Proposal Status = AP (approved), the system checks for a date in the Date of Technical Decision and Notification fields.

VEMS data checks are automatic. The validation check is done when data is entered in the data element field or when you are about to go to the next screen. If an error is identified, an appropriate message appears in a window on the screen.

The rest of this section will discuss examples of the system checks. These examples are only a few of the many system checks that have been programmed.

3.2.3.1 Required Field Checks. A few data element fields require data entry.

In the VEP data entry screens, for example, either the VEP Number or the Originator's Numbers is required. If the VEP Number is entered, the Date of Receipt becomes an additional required data element field. The Organization is also required when there is a VEP number.

3.2.3.2 Range Checks. When a specific symbol/code or range of values is required in a data element field, VEMS checks that the data entered matches one of the specified values. An error

message appears on the screen when an incorrect value is entered.

If a wrong code is entered, an error message appears on the screen indicating the error. Press the spacebar and select a correct code using the Up-Down Arrow keys or the mouse to place the cursor on the correct code and press the Enter key or click to save. The code is entered into the data element field automatically.

3.2.3.3 Date Checks. Milestone dates that occur during the processing of a VE proposal must occur in a specific sequence. VEMS checks that the dates you entered in the date fields - Date of Receipt, Date of Technical Decision, etc. - follow in sequence.

Generally, this involves comparing two dates. If these are not in the proper sequence, VEMS allows the user to change one or both date fields. VEMS also allows the user to move backwards through the data entry screens.

3.2.3.4 Interrelated Field Checks. There are several data elements in VEMS that are interrelated; that is, an entry in one data element field requires an entry in another data element field. As with the Date Checks, data entered in either data element field can always be changed. Add data to one data element field (Part Number) or erase data in the other data element field (FSC).

3.2.4 Sample Inputs. The data entry screens used for entering new data or updating existing data are accessed from the VEMS Main Menu Bar.

The procedures for entering new records and updating existing records in each file is discussed in the following pages. A data element dictionary (Appendix C) defines all the data elements in VEMS.

3.2.4.1 System Menu. The VEMS Main Menu is the system's main menu. From this menu bar the user can access data entry screens, generate standard reports, attach to the File Server, transmit data to LOGSA, archive or delete database entries, consult the users manual, exit the screen, or exit the entire system.

The data entry screens are accessed through another Menu. Begin by selecting Data Entry/Query at the top menu bar. A second level menu appears.

To select a specific data entry screen from the second level menu, move the cursor to the selected screen type on the second level menu and press the Enter key, or click with the mouse.

To run any of the standard reports, begin by selecting Reports from the main menu bar (press ALT R or click with the mouse - it is easier to use the keyboard only when running reports). A

second menu appears with the types of reports available. Choose the type of report you want (i.e. preformatted reports are those local level reports similar to old VEMIS reports; quarterly reports are those reports similar to the old VEARS reports). Another menu appears with the title of each report listed. Select the specific report by moving the cursor to the desired report and pressing the Enter key.

Option Maint Utilities, provides the means for transmitting updated data to the consolidated database, printer setup, deleting VE records from the consolidated database, or archiving outdated records from the database. To determine the version of VEMS that is installed on your PC, choose "About" from this option.

Option File Server, provides the means for attaching to the File Server for queries and report retrieval from the consolidated database.

Option UM, provides an on-line User's Manual. To read the User's Manual, select UM from the Main Menu Bar. Page Up and Page Down keys can then be used to scroll through the manual or click with the mouse on the arrows in the right margin to scroll. To find a particular word simply click mouse on "Edit" on the menu bar, click mouse on "find" and then type in the word or phrase you want to find. To find other occurrences of the same word, click on "find again". To print the User's Manual, click mouse on "print". To cancel print (while printing), click mouse on "cancel print".

Option GRAPHICS, provides a graphics package, PERSPECTIVE.

Option QUIT, allows the user to exit from the system.

3.2.4.2 VEP Data Entry. Selecting the first option, Data Entry/Query on the Main Menu, leads to a second level menu from which you choose VEP/VECP Data Entry Query. This leads to the identifying VEP/VECP data entry screen.

From this screen, you can query an existing VEP; enter a new VEP; enter a VE study or exit. On the first field, the default Reporting Installation Code is displayed (your default RI code is set up at the time of VEMS installation/implementation). If you are entering a Study, move the cursor to Study and press Enter or click. The cursor moves to the highlighted field for originator's number. Type in the originator's number. Press Enter or click. Move cursor to <ACCEPT>. Press Enter or click. VEMS then displays the first data entry screen for a study. The RI code and originator's number have been carried over. Enter as much data as you like. There are no required data entry fields for a study (however, if you enter a submission date, you must also enter a date study began and vice versa). When you have finished entering data, go to the last screen and choose <UPDATE>. The study has now been saved in the database. If you have a study that never becomes a VEP, enter a study termination date.

IMPORTANT: You only have to enter one - either a VE number or an Originator's number.

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YOU DO NOT HAVE TO ENTER BOTH. For a VEP, always enter the VE NUMBER. For a study, always enter the ORIGINATOR'S NUMBER. The only exception to this is when you have a study that is becoming a VEP. When that happens, type in the new VE NUMBER. Then click on study (VEP) and type in the ORIGINATOR'S NUMBER. Move cursor to <ACCEPT>. Press Enter or click. VEMS searches the database and locates the correct project based on Originator's Number. Then VEMS inserts the VEP on the input screen.

If you are entering a VEP, type in the VEP number. Press Enter or click. Move cursor to <ACCEPT>. Press Enter or click.

VEMS then displays the first data entry screen for VEPs. The RI code and VE number have been carried over. If you happen to type in a VEP number (or originator's number) that was already in the database, the data entry screens for that particular project are displayed (with data already filled in).

The VEP data entry contains four screens. The user should move through the screens sequentially; however, that is not required.

VEMS allows the user to move backwards to the previous screen. If a data element field is omitted on a screen that has been passed, the user can return to the previous screen by pressing the ESC key (the ESC key takes you back one screen at a time. Continue pressing ESC until you reach the screen you need).

When the last data element field is passed, move the cursor to <UPDATE> and press Enter or click. When RED box is displayed, press Enter or click on OK.

a. New Record. To enter a new VEP record, select Data Entry/Query from the top menu bar. On the next menu, select VEP/VECP Data Entry/Query. On the identifying screen, type in the new VEP number, and move cursor to <ACCEPT>. Press Enter or click. The first of four screens appears.

Start entering data on the first screen. In order to update your database, you must go to the last screen. You may continue to enter data on each screen in order, or you may simply click on <NEXT SCREEN> to get to the last screen. It is not necessary to enter data in every data element field in order to update the database, however. If you do not enter data in a required data entry field, VEMS will display a message and you will not be able to update that project until you enter the required data. If you choose to exit, you will lose any changes you have already entered. When the last data element field on the last screen of the VEP file is passed and the <UPDATE> has been entered, the system displays a red box with this message: PROJECT HAS BEEN UPDATED. <OK>. Press ENTER or click on OK. The system then returns you to the first Value Engineering screen with the main Menu bar.

If you have made an unusual change in status, i.e., changed an approved VEP to disapproved, the

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system moves to the Management Summary screen before exiting. Data is automatically entered in the VEP Number, Date, and Management Summary Indicator fields on the Management Summary screen. Just enter the explanation.

b. Find or Update Records. To find or update an existing VEP record, select Data Entry/Query from the Main Menu Bar. If you know the VEP number of the project you want, choose VEP/VECP Data Entry/Query from the next menu. Enter the VEP number on the identifying screen and press Enter or click on <ACCEPT>. All data entry screens for that particular project are then displayed. Type in the changes you want, go to the last screen and click on <UPDATE>.

If you want to find a range of VEPs, or find projects that were settled during a particular timeframe, or projects for a particular PEO code, etc., choose Query from the Data Entry/Query menu. A screen will appear listing all of the fields you can use to search the database.

To find a single value, enter the value you want in the blank area. For example, to find VEP 940001, type 940001 in the blank area after VE number. Select <DO QUERY>. Screen 1 of VEP 940001 is then displayed. To see each screen for VEP 940001, select <NEXT SCREEN> (validation checks are activated, so you may enter data as you wish). To exit, press ESC.

To find a list of values, enter each value, separated by a comma. For example, to find VEPs 900001, and 900008, and 940001, type 900001,900008,940001 in the blank area after VE number. Screen 1 of the first project is then displayed. You can go through each screen of that VEP by choosing <NEXT SCREEN> or you can go to the next project. To see the next project, select <EXIT> at the bottom of the screen. To exit from the query, press ESC.

To find a range of values, enter the first value followed by 3 periods and then the last value. For example, to find VEPs 940001 through 950025, type 940001...950025 in the blank area after the VE number. To exit from the query, press ESC.

You can also find a VE project by entering more than one value on the query screen (i.e. PEO code and funding element).

Remember that once the VE data entry acreen has appeared, validation checks have been activated and you can then type in data in any data element field for that particular VE project.

If you want to see the data as it is stored in the database (instead of the way it looks on the VEP/VECP data entry screens), FoxPro allows you to query all of the records in the database. You can search for a data element field with a single value or specified range of values.

To do a simple FoxPro query to find selected data elements:

You must first get into FoxPro. Select Report from the VEMS Main Menu Bar. Select Create New Reports from the pull-down menu. You will now see the FoxPro Logo screen (with an

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aqua box somewhere on the screen).

On menu bar at top of screen, click on File. Click on New.

Click on Query. Click on OK. Click on [ ] twice.

Scroll through box until you see the directory you want (to scroll, click on up triangle or down triangle in bottom right corner of box).

Click twice on directory name.

Scroll through box until you see the database file name you want.

Click twice on file name.

Click on Select Fields. Click on Remove All.

In left box, scroll to the data element name you want.

Click once on data element name.

Click on Move. This moves the data element name into the right box.

Scroll in left box until you find the next data element you want. Click once on data element name.

Click on Move.

Continue until you have selected all of the data elements you want.

Click on OK. Click on Do Query.

The query results are then displayed. Scroll through the query.

When finished looking at query, click on yellow box in upper left corner.

On next screen, click on yellow box in upper left corner also.

Click on No. Click on File. Click on Quit.

3.2.4.3 VECP Data Entry. Selecting Data Entry/Query on the Main Menu Bar leads to another menu. Choose VEP/VECP Data Entry/Query. This leads to the identifying data entry screen.

From this screen, the user can query an existing VECP; enter a new VECP; enter a candidate VECP; or exit. On the first field, the default Reporting Installation Code is displayed (user's default RI code is set up at the time of VEMS installation/implementation). If user is entering a Candidate VECP, move the cursor to Candidate VECP and press Enter or click. The cursor moves to the highlighted field for originator's number. Type in the originator's number. Press Enter or click. Move cursor to <ACCEPT> and press Enter or click. The Candidate VECP data entry screens are then displayed.

IMPORTANT: You only have to enter one - either a VE number or an Originator's number. YOU DO NOT HAVE TO ENTER BOTH. For a VECP, always enter the VE NUMBER. For a candidate VECP, always enter the ORIGINATOR'S NUMBER. The only exception to this is when you have a candidate VECP that is becoming a VECP. When that happens, type in the new VE NUMBER. Then click on Candidate VECP (VECP) and type in the ORIGINATOR'S NUMBER. Move cursor to <ACCEPT>. Press Enter or click. VEMS searches the database and locates the correct project based on Originator's Number. Then VEMS inserts the VECP number on the input screen.

The VECP data entry contains four screens plus pop-ups. As with the VEP file, you may move through the screens sequentially, or as you wish.

When user enters an actual VECP, OPEN status is checked. Change to the appropriate proposal status, if necessary.

Current Proposal Status:

If you select DEACTIVATED, and type in a date of deactivation, a pop-up screen will appear. This screen will display the date of deactivation and the number of days deactivated (counted to current day).

When you want to Reactivate a DEACTIVATED project, move cursor to the status the project should be in (after it has been reactivated). Click on that status. The Deactivation History screen will immediately be displayed. Enter the date of Reactivation. The number of days deactivated will be calculated and displayed. Return to the first screen by clicking on <ACCEPT CHANGES> or <CANCEL> (cancel will discard changes). Return to first screen. Enter the corresponding status date.

If you select SETTLED, a pop-up box will appear. In this box, enter either a contract modification date or a financial settlement date.

Either of these dates stops the processing time clock, and counts as a financial settlement. (An interim modification date, however; does NOT stop the processing time clock and is NOT considered to be a financial settlement.)

Any financial settlement after the first settlement is considered to be a "second settlement". Choose status SS for any additional settlements. Type in the date of the additional settlement. Each additional settlement date will be stored in the database and will NOT be overlaid.

When exiting (or updating) a VECP record, the system returns to the Value Engineering Main Menu Bar screen, unless a date has been entered in the Date of Deactivation field or an unusual change in status is reported. In either case, VEMS moves to a Management Summary screen. Data is automatically entered in the VECP Number, Date, and Management Summary Indicator fields on the Management Summary Screen. Just enter the explanation.

To query (find) an existing VECP record, select Data Entry/Query from the Value Engineering Main Menu Bar screen. Then choose VEP/VECP Data Entry from the next menu. Enter the VECP number on the identifying screen. Refer to the VEP File (Section 3.2.4.2.b) for procedures for querying the database.

(Per AMC-R 70-8, a VECP is to be approved or disapproved or the Contractor is to be notified when a technical decision will be made, within 60 days of receipt. Additionally, the VECP is to be financially resolved within 220 days of receipt by issuance of a modification to the contract.)

3.2.4.4 Management Summary Data Entry. Selecting Data Entry/Query on the Main Menu, leads to a second level menu, Miscellaneous Data Entry/Query Menu. Choose the Management Summary Data Entry by pressing the Enter key.

Select this data entry screen to add a Management Summary to the database for reasons other than a deactivation or unusual change in status. Remember that when a VECP is deactivated via VECP data entry or an unusual change in status is reported, VEMS automatically calls the Management Summary data entry screen. The user selects this option to enter a Management Summary to add an explanation for an overaged VE action, or for other reasons.

From the Management Summary Option, the user can add a new Management Summary for a VEP/VECP previously entered into the database, or retrieve an existing Management Summary. A screen will appear with your Reporting Installation Code displayed. Enter the VEP/VECP number and press Enter or click. To see any other Management Summaries for that particular project, press spacebar at the date field. Either type over the existing Management Summary or press clear and type on the blank data entry screen.

Once the Management Summary is modified, click on <ACCEPT CHANGES>. A message appears on the screen to indicate the Management Summary has been updated.

3.2.4.5 Savings Goals Data Entry. To enter Savings Goals, select Data Entry/Query from the Main Menu. Select Miscellaneous Data Entry from the next menu. Select Savings Goal by moving the cursor to the Savings Goal line and pressing the Enter key.

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The Savings Goal Menu appears. The user can Add, Query, or Exit from this menu. Savings Goals can be added for contractors or organizations in each user's local database only. Only AMC, IEA, or LOGSA can enter Savings Goals in the consolidated database. If user selects the option for MSC, PEO, or OWNER, VEMS will display a message and will not allow user to enter data. User can only choose Contractor or Organization.

To add a record, choose the type of goal to be entered. To see a list of each user's valid Contractors or Organizations, press the spacebar. Select the contractor or organization. Type in the savings goal for that contractor or organization. Choose update.

HQ, AMC, IEA, or LOGSA users can access the MSC, PEO, or Owner data entry screen. On this screen, type in the reporting installation code for which goals are to be entered. Type in the MSC's goal, press accept. On PEO, press spacebar to see list of that MSC's PEOs. Choose a PEO and type in the goal. Press accept. On Owner, press spacebar to see list of that MSC's owners. Type in each owner's goals. Press accept.

Data is stored by fiscal year.

3.2.4.6 Location (Tracking) Data Entry. Select Data Entry/Query on the Main Menu. Choose Miscellaneous Data Entry from the second level menu. Choose the Location (Tracking) File by moving the cursor to Location (Tracking) and pressing the Enter key.

The Location (Tracking) file is used for only those VEPs/VECPs that have been entered into the database via VEP/VECP data entry screens. A screen will appear asking whether user wants to add or query tracking information. If Add or Query is selected, VEMS asks:

"Enter the VEP/VECP number you wish to add/query".

Type in the six-digit VEP/VECP number and press the Enter key. Notice that the VE Action Officer, Date of Receipt and Contractor Name have been entered. These data elements are automatically retrieved from the database files.

The data element field, Remarks, is provided for an explanation of problems, etc., associated with a particular location. There is only one Remarks field saved in the database. VEMS does not save a Remarks data element field for each of the Location data element fields.

Click on <NEXT SCREEN> or press the Enter key to move to the second screen of the Location (Tracking) file.

The second screen incorporates milestone dates to allow for tracking VE proposal processing against established milestones. These milestone dates may include dates associated with production starts, issuing of Request for Proposal (RFP), etc.

3.2.4.7 VE Program Requirement Clause Data Entry. Enter data on these screens based on contract number. At contract number data entry field, press spacebar to see a list of valid contract numbers for your reporting installation. Choose the contract number you want (press enter or click with the mouse). In Contractor Name field, the contractor name associated with the contract number is displayed. Enter the value of the contract (in millions). At type of clause, check either Alternate I or Alternate II. When you check Alternate II, a screen pops up on which you can enter the elements for mandatory and voluntary consideration. Enter the system abbreviation for that contract. Enter the CLIN cost (cost of the Program Requirement Clause in thousands) for that particular contract. Enter forecasted and actual dates under Program Milestones. At VE Workshop Information, when you check yes at Government Participation, a screen pops up on which you can enter the list of names of government participants. When you check yes at Subcontractor participation, a screen pops up on which you can enter the names of subcontractor participants. When you have finished entering data, return to first screen and choose <ACCEPT CHANGES> to update the database.

3.3 Output Requirements.

  a. Preformatted reports are produced to provide current as well as historical information on VE activity.

  b. Custom reports, written by the user, list specific data elements.

  c. Annual Value Engineering Report required by OMB.

3.3.1 Output Formats. VEMS has been programmed to produce 33 preformatted reports. In addition, custom reports (queries) can be created, where the user selects the data elements to be retrieved from the database and sets a data element limit. All reports are accessed from the VEMS Main Menu. Clicking on REPORTS brings up a second level menu which lists the types of reports available. Choosing "Preformatted Reports" brings up another menu listing the preformatted reports by name (these reports are similar to old VEMIS reports). Choosing quarterly reports brings up a menu listing the quarterly reports (these reports are similar to the old VEARS reports). Quarterly reports are usually run at the consolidated database level. These reports are also run by HQ, AMC, IEA, or LOGSA and stored in files for retrieval. The Annual Value Engineering Report required by OMB, and the Program Execution Reports will be produced by HQ, AMC, IEA or LOGSA, only.

3.3.1.1 VEMS Reports. The standard reports are designed to provide current as well as historical information for monitoring and tracking VE activity. Prior to printing any report, user must select Maint Utility from the Main Menu Bar. Then select Printer Setup. Choose your printer from the

browse box by scrolling and pressing Enter at the correct printer type. Then return to Main Menu Bar. When a specific report is selected from the Report Menu, the user will be asked to choose how he wants the report to run (by MSC, by PEO, by Owner, etc.) and then to enter a beginning and ending date, quarter, or fiscal year. The dates or fiscal year entered set the time frame for the report.

The reports can be displayed on the screen or sent to a printer. To view the report, choose BROWSE. When you have finished reviewing the report, move cursor to DONE and click or press Enter. If you wish to print the report, choose PRINT. If the report is printed, make sure the printer is on. You can also save a report in a file. Choose to FILE. A message will display in the upper right hand corner, reading :"Report Number X written to file Drive:\path\filename".

3.3.1.2 Graphics. VEMS includes a graphics software package, Perspective. To access Perspective, select Graphics from the Main Menu Bar.

By using FoxPro, users can create queries which then can be graphed. For example, the following instructions create a query, save it, and graph it.

Select Reports from the VEMS Main Menu Bar. Select Create New Report. The FoxPro logo appears with an aqua-colored box somewhere on the screen. The cursor is located in the aqua box.

Type: create query anngoal. Press Enter.

Select Savings.DBF. Click on ADD. Select Comd.Goa.DBF.
Click on OK for join.
Click on ADD. Select MSC.DBF. Click on OK for join.
Click on Select Fields. Click on Remove All.
Select MSC.COMD_NAME from Database Fields (either double click or click once and then click on Move).

Using your mouse, go down to the line below the FUNCTIONS box and type: SUM(savings.sav_yr1+savings.sav_yr2+savings.sav_yr3+savings.sav_yr1_c+savings.sav_yr2_c+savings.sav_yr3_c)/comd_goa.goal*100

Click on Move. Click on OK. Click on Group-By.
Select SAVNGS.RI_CODE. Click on OK.

Using mouse, go down to the Selection Criteria section and hold down the left mouse button under field name MSC.RI_CODE and select SAVINGS.SAVINGS_DT. Tab over to the word LIKE, hold down the left mouse button, and drag mouse and then release to select BETWEEN.

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Under Example, type 10/01/94,06/30/95

Under SAVINGS.SAVINGS_DT, again hold down the left mouse button and drag and release to select COMD_GOA.FY. The condition "LIKE" is correct this time. You do not have to change it.

Under Example, type "95"

Click on Do Query. The resulting query is the percentage of savings goal achieved through the third quarter FY 95 by Command.

Press Esc to leave that screen (or click on little yellow box in upper left hand corner).

To save these query results in a database file, hold down the mouse button in the gray OUTPUT box and then drag and release to select TABLE/DBF. The screen that comes up should have the name ANNGOAL selected. Click on OK. Click on Do Query. This creates ANNGOAL.DBF. Click on yellow box in left corner.

Answer Yes to save changes.

Type quit. Press Enter.

Select Graphics from the VEMS Main Menu Bar.

Click on Data Manager. Click on File Manager. Click on Load File.

Tab and change directory to C:\VEMS\ANNGOAL.DBF.

Press F10. Click on Graph Types.

Double click on 2-D and double click on the Graph Type you want.

To print, click on Files & Output; Print Manager; Page Setup.

Click on Position and move the cursor on the blank page to position the graph on the paper. Press Enter.

Click on Size and move the cursor on the blank page to the size you want for the graph. Press Enter.

Click on Border for On or Off (this is your preference); click on Portrait or Landscape. Press F10. Click on Print.

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To Exit, press F10 until Quit appears. Click on Quit.

3.3.1.3 Consolidated Database Update. Selecting Maint Utility on the VEMS Main Menu, and then Transmit from the next menu, allows the user to create a file which will then be transmitted to LOGSA. VEMS contains a communications program to transmit the updated data automatically.

VEMS can update automatically because, as soon as you choose <UPDATE> on any data entry screen, an indicator in the associated database file is turned on. When you select Maint Utility from the main menu bar and Transmit from the next menu (which means that you are ready to transmit data to the consolidated database), VEMS scans your database files, looks for the indicators that have been turned on, and then transmits each and every data element that has been updated (indicator turned on) since the last input transmission.

a. New VEMS Update. If new VE actions have been added to the database or existing VE actions have been updated since the last consolidated database update report was transmitted to LOGSA, VEMS will include that action when Maint Uility is selected from the VEMS Main Menu and then Transmit is selected from the next menu. An update file will not be generated unless records have been added or updated in the database since the last consolidated database update.

b. Quarterly Data. Transmissions to the consolidated database should include the Quarterly data at least once during the quarter. A reminder message will display when transfer of data is attempted.

3.3.1.4 Custom Reports. VEMS will allow the user to create Custom Reports through FoxPro. A query (custom report) can be written to list any number of data elements in any database file. Additionally, limits (i.e., greater than, less than or equal to value) can be specified for a selected data element.

3.3.2 Sample Outputs. Each report is discussed in detail in the following pages. Some report layouts have been included.

3.3.2.1 Contractor Participation Summary. This report summarizes the status of the contractor participation in the VE program. Enter the quarter and fiscal year for this report.

The report lists by contractor the total number of VECPs submitted by the contractor, and the total number of VECPs that were financially settled during the fiscal year specified. The total savings is a total of 3 year savings.

The report columns are defined as follows:

CONTRACTOR NUMBER: The standardized contractor's number (or CAGE code).

CONTRACTOR NAME: The name of the contractor who submitted a VECP or whose VECP has been financially settled.

VECPS RECEIVED: The total number of VECPs received (submitted) during the fiscal year specified.

VECPS SETTLED: The total number of VECPs submitted by the contractor that were financially settled during the fiscal year specified (either financial settlement date OR contract modification date occurs within the selected fiscal year).

CURRENT YEAR SAVINGS: The government's share of the year 1 dollars saved by the VECPS SETTLED.

BUDGET YEAR SAVINGS: The government's share of the year 2 savings.

FUTURE BUDGET YEAR SAVINGS: The government's share of the year 3 savings.

TOTAL SAVINGS: The government's share of the total savings for years 1 through year 3.

3.3.2.2 AMC Program Manager Participation. This report lists all VEPs and VECPs that were received or financially settled during the selected quarter and fiscal year.

   The report columns are defined as follows:

PROGRAM MANAGER: This is the name of program manager.

RECEIVED: This is the number of projects received during the selected quarter and fiscal year for that particular program manager.

SETTLED: This is the number of projects that were financially settled during the selected quarter and fiscal year for that particular program manager.

CURRENT YEAR SAVINGS: These are the year 1 savings. For settled projects, the savings are actual savings. For projects that are not settled, the savings are estimated savings.

BUDGET YEAR SAVINGS: These are the year 2 savings. For settled projects, the savings are actual savings. For projects that are not settled, the savings are estimated savings.

FUTURE BUDGET YEAR SAVINGS: These are the year 3 savings. For settled projects, the savings are actual savings. For projects that are not settled, the savings are estimated savings.

COMMANDS: This is the command name (reporting installation) that reported the project.

3.3.2.3 Savings Analysis Report. This report lists savings for projects that were settled or second settled during the selected fiscal year. Savings are shown for the current quarter and the year-to-date. Savings are also shown for the corresponding time period in the previous fiscal year. The annual goal is printed and the percentage of goal achieved. The government's cost to develop, test, and implement is also shown, as well as the total savings return on investment ratio. The format is as follows:

```
DATE:  system date                                        RPTSA23
QUARTER X, FY XX



                          SAVINGS ANALYSIS
                               FOR:



                                      FY XX     FY XX    PCT CHANGE
                                      selected  selected
DOLLAR SAVINGS                        fiscal yr fiscal year
                                      minus 1

  XXX QUARTER
     VEP SAVINGS - CURRENT YEAR            XXX,XXX   XXX,XXX      XXXX
     VEP SAVINGS - BUDGET YEAR             XXX,XXX   XXX,XXX      XXXX
     VEP SAVINGS - FUTURE BUDGET YEAR      XXX,XXX   XXX,XXX      XXXX
     VECP SAVINGS - CURRENT YEAR           XXX,XXX   XXX,XXX      XXXX
     VECP SAVINGS - BUDGET YEAR            XXX,XXX   XXX,XXX      XXXX
     VECP SAVINGS - FUTURE BUDGET YEAR     XXX,XXX   XXX,XXX      XXXX
     VECP 2ND SETTLE SAVINGS - CURRENT YR  XXX,XXX   XXX,XXX      XXXX
     VECP 2ND SETTLE SAVINGS - BUDGET YR   XXX,XXX   XXX,XXX      XXXX
     VECP 2ND SETTLE SAVINGS - FUT BUD YR  XXX,XXX   XXX,XXX      XXXX
     VECP COLLATERAL SAVINGS - CURRENT YR  XXX,XXX   XXX,XXX      XXXX
     VECP COLLATERAL SAVINGS - BUDGET YR   XXX,XXX   XXX,XXX      XXXX
     VECP COLLATERAL SAVINGS - FUT BUD YR  XXX,XXX   XXX,XXX      XXXX

     TOTAL QUARTER SAVINGS                 XXX,XXX   XXX,XXX      XXXX

  YEAR-TO-DATE
     VEP SAVINGS - CURRENT YEAR            XXX,XXX   XXX,XXX      XXXX
     VEP SAVINGS - BUDGET YEAR             XXX,XXX   XXX,XXX      XXXX
     VEP SAVINGS - FUTURE BUDGET YEAR      XXX,XXX   XXX,XXX      XXXX
     VECP SAVINGS - CURRENT YEAR           XXX,XXX   XXX,XXX      XXXX
     VECP SAVINGS - BUDGET YEAR            XXX,XXX   XXX,XXX      XXXX
     VECP SAVINGS - FUTURE BUDGET YEAR     XXX,XXX   XXX,XXX      XXXX
```

```
VECP 2ND SETTLE SAVINGS - CURRENT YR     XXX,XXX   XXX,XXX     XXXX
VECP 2ND SETTLE SAVINGS - BUDGET YR      XXX,XXX   XXX,XXX     XXXX
VECP 2ND SETTLE SAVINGS - FUT BUD YR     XXX,XXX   XXX,XXX     XXXX
VECP COLLATERAL SAVINGS - CURRENT YR     XXX,XXX   XXX,XXX     XXXX
VECP COLLATERAL SAVINGS - BUDGET YR      XXX,XXX   XXX,XXX     XXXX
VECP COLLATERAL SAVINGS - FUT BUD YR     XXX,XXX   XXX,XXX     XXXX


   TOTAL YEAR-TO-DATE SAVINGS            XXX,XXX   XXX,XXX     XXXX

TOTAL SAVINGS

   YEAR-TO-DATE SAVINGS:                 XXX,XXX   XXX,XXX     XXXX
   ANNUAL GOAL:                          XXX,XXX   XXX,XXX     XXXX
   PERCENT GOAL ACHIEVED:                XXXX.XX   XXXX.XX     XXXX

COST TO DEVELOP, TEST, AND IMPLEMENT:    govt_cost XXX,XXX     XXXX


TOTAL SAVINGS RETURN ON INVESTMENT:      XXXX.XX   XXXX.XX     XXXX
```

3.3.2.4. Statistical Summary of VE Actions. This report is a summary of savings, average processing times, costs, number of employees, appropriation funds, and training for the selected fiscal year. It is run on the consolidated database only. The format is as follows:

RPTSS24

```
             STATISTICAL SUMMARY OF VALUE ENGINEERING ACTIONS



A.  REPORTING ACTIVITY:     comd_name

B.  PERSONNEL RESOURCES:

    1.  NUMBER OF ACTUAL FULL-TIME VE PERSONNEL AT THE END
        OF THE REPORTING PERIOD                     full_emp   XXX


    2.  NUMBER OF FULL TIME EQUIVALENTS OF PART TIME PERSONNEL
        AT THE END OF THE REPORTING PERIOD           no_full_eq XXX

C.  IN-HOUSE STUDIES (VEP's)
```

1. NUMBER OF PROPOSALS SUBMITTED   XXX
2. NUMBER OF PROPOSALS IMPLEMENTED   XXX
3. ESTIMATED NET DOLLAR SAVINGS TO THE ARMY ($000)   XXXXXX
    (A) CURRENT FISCAL YEAR   sav_yr1   XXX,XXX
    (B) BUDGET YEAR   sav_yr2   XXX,XXX
    (C) ONE ADDITIONAL YEAR   sav_yr3   XXX,XXX

4. COST TO DEVELOP PROPOSALS IN C.1. AND TO IMPLEMENT PROPOSALS
    IN C.2. ABOVE   opr_cost_p + govt_cost   XXX,XXX

D. VALUE ENGINEERING CHANGE PROPOSALS (VECPS)

1. NUMBER OF PROPOSALS RECEIVED   XXX
2. NUMBER OF PROPOSALS SETTLED   XXX
3. ESTIMATED NET DOLLAR SAVINGS TO THE ARMY DURING THE
    CONTRACT SHARING PERIOD   XXX,XXX

    (A) CURRENT FISCAL YEAR   sav_yr1 + sav_yr1_c   XXX,XXX
    (B) BUDGET YEAR   sav_yr2 + sav_yr2_c   XXX,XXX
    (C) ONE ADDITIONAL YEAR   sav_yr3 + sav_yr3_c   XXX,XXX
    (D) DURING THE REMAINING CONTRACT SHARING PERIOD   XXX,XXX

4. COST TO DEVELOP PROPOSALS IN D.1. AND TO IMPLEMENT PROPOSALS
    IN D.2. ABOVE   opr_cost_c + govt_cost   XXX,XXX

5. AVERAGE VECP PROCESSING TIME   XXX

6. NUMBER OF VECPS REQUIRING MORE THAN 45 DAYS TO ACCEPT OR
    REJECT   XXX

E. NUMBER OF PROGRAM REQUIREMENT CLAUSES PLACED IN CONTRACTS TO DATE
    THIS YEAR   XXX

F. FUNDS SPECIFICALLY SET ASIDE THIS FY FOR VE INVESTMENT ($000)
    (EXCLUDES PERSONNEL/OVERHEAD; REPORT ONLY DIRECT COSTS AS DEVELOPMENT, IMPLEMENTATION,
    AND TESTING IDENTIFIABLE TO SPECIFIC VE PROJECTS)

    APPROPRIATION ($000)

    (1) RDTE XXX   (2) PROCUREMENT XXX   (3) OMA XXX   (4) TOTAL XXX

```
        fund_rdte        fund_proc              fund_oma              .
```

G. TRAINING: NUMBER OF PERSONNEL TRAINED DURING FY WITH:

    1. 40 HOURS (OR MORE) METHODS (PRINCIPLE AND APPLICATIONS OF VE - PAVE) COURSE
```
                                nbr_pave        XXX
```
    2. 40 HOURS VE CONTRACTUAL ASPECTS (CAVE) COURSE   nbr_cave   XXX
    3. VE INDOCTRINATION (4 TO 40 HOURS)   nbr_indoc   XXX
    4. EXECUTIVE VE SEMINARS (2 TO 4 HOURS)   nbr_semnr   XXX

H. VE DATA ON MAJOR PROGRAMS: (SEE ADDITIONAL REPORTS)

3.3.2.5. Average Processing Time. This report shows the average days from receipt to approval/disapproval, days from approval to settlement, and days from receipt to settlement for year-to-date performance and for the age of backlog. Age of backlog figures are based on projects that have not been approved or projects that have not been settled. The selected fiscal year is shown, as well as the previous fiscal year, and the percentage of change between the two. Deactivated days are subtracted out of the VECP Processing Times.

3.3.2.6 Progress Towards Processing Time Goals. This report repeats the Year-to-Date Performance Section of the Average Processing Time Report. The Report columns are:

RECEIPT TO TECHNICAL DECISION: Days are counted from receipt date to notification date for approved/disapproved/withdrawn projects.

APPROVAL TO VERIFICATION/SETTLEMENT/CONT MOD: Days are counted from notification date to settlement or con mod date.

RECEIPT TO VERIFICATION/SETTLEMENT/CONT MOD: Days are counted from receipt date to settlement date or con mod date.

All deactivated days are subtracted out.

3.3.2.7 VECPS Active/Deactivated. This report lists all VECPs (that are not disapproved or withdrawn) in your database. Projects are grouped by status. They are sorted by current savings, days from receipt, days from receipt to current date, days from receipt to settlement.

   The report columns are defined as follows:

VECP NUMBER: This is the VE project number.

STATUS: This is the status of the project at the current time (i.e. OPEN).

DAYS FROM RECEIPT: This is a count of the days from receipt to last day of selected quarter for open projects, and the days from receipt to approval for approved or settled projects (deactivated days are subtracted out).

DAYS FROM APPROVAL: This is a count of the days from contractor notification to last day of selected quarter for approved projects and the days from contractor notification to settlement date for settled projects (deactivated days are subtracted out).

RECEIPT TO CURRENT/SETTLEMENT DATE: This is a count of the days from receipt date to last day of selected quarter for projects that are not settled, and the days from receipt to settlement date for settled projects (deactivated days are subtracted out).

CURRENT YEAR SAVINGS: This is year 1 savings. For projects that are not settled, this column contains estimated savings. For settled projects, this column contains actual savings.

BUDGET YEAR SAVINGS: This is year 2 savings. For projects that are not settled, this column contains estimated savings. For settled projects, this column contains actual savings.

FUTURE BUDGET YEAR SAVINGS: This is year 3 savings. For projects that are not settled, this column contains estimated savings. For settled projects, this column contains actual savings.

3.3.2.8 Active VEPS. This report lists all VEPs in your database that are not disapproved or withdrawn. Projects are grouped by status. They are sorted by current savings, and by days from receipt. There are no deactivated days on this report. Report columns are the same as the VECPs Active/Deactivated Report. The report columns are defined as follows:

VEP NUMBER: This is the VE project number.

STATUS: This is the status of the project at the current time (i.e. OPEN).

DAYS FROM RECEIPT: This is a count of the days from receipt to last day of selected quarter for open projects, and the days from receipt to approval for approved or settled projects.

DAYS FROM APPROVAL: This is a count of the days from notification to last day of selected quarter for approved projects and the days from notification to settlement date for settled projects.

RECEIPT TO CURRENT/SETTLEMENT DATE: This is a count of the days from receipt date to last day of selected quarter for projects that are not settled, and the days from receipt to settlement date for settled projects.

CURRENT YEAR SAVINGS: This is year 1 savings. For projects that are not settled, this column contains

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estimated savings. For settled projects, this column contains actual savings.

BUDGET YEAR SAVINGS: This is year 2 savings. For projects that are not settled, this column contains estimated savings. For settled projects, this column contains actual savings.

FUTURE BUDGET YEAR SAVINGS: This is year 3 savings. For projects that are not settled, this column contains estimated savings. For settled projects, this column contains actual savings.

3.3.2.9 Cumulative FY Dollar Savings Report. This report lists those VEPs or VECPs with current status = open, approved and settled or second settled with EITHER the financial settlement date OR the contract modification date within the selected fiscal year; and current status = second settled with the second settlement date within the selected fiscal year. The VEP/VECP number is listed, along with the originator's number, the quarter of financial settlement, estimated 3 year savings for those projects not settled, and actual 3 year savings for settled projects. The goal is shown and the percentage of goal attained. The VE action officer is also listed.

3.3.2.10 Savings Summary Report for Period MM/DD/YY to MM/DD/YY.
This report lists those VEPs and VECPs with EITHER the financial settlement date or the contract modification date within the selected time period and the second settlement date within the selected time period. The organization is listed, as well as the organization's goal, the number of VEPs settled, the number of VECPs settled/second settled, the outyear savings for both VEPs and VECPs, the 3-year savings for both VEPs and VECPs, the total savings for both VEPs and VECPs, the percentage of goal achieved, and the total outyear savings. The time period entered must be within the same fiscal year.

3.3.2.11 VECPs Where Contractor Has Not Been Notified of the Technical Decision. This report lists those VECPs with current status = open and technical decision date is not blank, but notification date is blank (a technical decision has been made but the contractor has not been notified yet). The columns on the report list the VECP number, the contractor name, the contract number, the originator's number, the procurement officer, the procurement office symbol, the date of technical decision, and the number of days since the technical decision.

3.3.2.12 VECPs That Have Been Approved But Not Settled. This report lists those VECPs with current status equal approved or deactivated (that were approved before deactivation). The columns on the report list the VECP number, the contractor name, the contract number, the originator's number, the procurement officer, the procurement office symbol, the contractor notification date (date of approval), and the target modification date.

3.3.2.13 VECPS Closed by Contract Mods But Not Showing Settlements Issued. This report lists those VECPs with current status of settled with contract modification date not equal blanks, but financial settlement date is blank. The number of days from contract modification to current date are listed. Savings for year 1, year 2, and year 3 are added toeghter to get the total savings. The grand total savings is the sum of each projects' total savings. Report columns include the VECP number, the organization, the contractor name, the

originator's number, the contract modification date, the number of days since contract mod, the total savings, and the VE action officer.

3.3.2.14 Value Engineering Change Proposals by PEO or Organization.
This report lists each VECP on the users' database. The report columns include the VECP number, the originator's number, the date of receipt, the contractor notification date, the date implemented, the estimated savings/actual savings, the estimated/actual settlement date, the current status, and the weapon system ID. Estimates are listed for those projects that are not settled.

3.3.2.15 VEPs/VECPs Technically Approved as of MM/DD/YY. This report lists those VEPs or VECPs with a date of technical decision and the current status is open. The report lists the VE number, the organization, the VE action officer, the date of technical decision, the title, the item nomenclature, the NSN or FSC and Part number, and the description for each project.

3.3.2.16 VECP Settlements (RPTCSET8). This report lists those VECPs with current status of settled or second settled with the financial settlement date, contract modification date or second settlement date within the selected fiscal year. The report lists the VECP number, the organization, the contract modification date, the financial settlement date, three years' savings, the item nomenclature, the NSN or the FSC and Part Number, and the description of each project.

3.3.2.17 Verified VEP Actions (RPTVERI8). This report and RPTCSET8 are very similar. This report lists those VEPs that had a financial settlement date within the selected fiscal year. The report lists the VEP number, the organization, the financial settlement (verification) date, three years' savings, the item nomenclature, the NSN or the FSC and Part Number, and the description of each project.

3.3.2.18 Approved VECP Action Report. This report lists those VECPs with current status of approved, settled or second settled with the notification date (approval date) within the range of dates entered by the user. The report lists the VECP number, the VE Action Officer, the organization, the contractor name, the originator's number, the contractor notification date, the technical decision date, the contract modification date, the financial settlement date, the title, the NSN or FSC and Part Number, the the description of each project.

3.3.2.19 VECP Settlements Pending. This report lists those VECPs with current status of approved or deactivated (which were approved before deactivation). The report columns list the VECP number, the contractor notification date, the total number of days since receipt date, the number of days deactivated, the net days (the total number of active days with deactivated days subtracted out), the current status, and the VE Action Officer. The average age of VECP settlements pending is also listed on the report.

3.3.2.20 <u>Completed Technical Evaluation Times for Fiscal Year XX</u>.
This report lists those VECPs with current status of approved or deactivated with the date of approval within the selected fiscal year. Report columns list the VECP number, the receipt date, the date of technical decision, the contractor notification date (date of approval), the number of days from receipt to notification, the number of days deactivated, the net number of days (with deactivated days subtracted out), and the current status.

3.3.2.21 <u>Completed VECP Settlement Times for Fiscal Year XX</u>. This report lists those VECPs with current status of settled or second settled with the financial settlement date within the selected fiscal year. Report columns list the VECP number, the contractor notification date (date of approval), the contract modification date, the financial settlement date, the total days from receipt to settlement, the number of days deactivated, and the net days from receipt to settlement (with deactivated days subtracted out).

3.3.2.22 <u>VECP Technical Evaluations Pending Over XXX Days Prior to Contractor Notification</u>. This report lists those VECPs with current status of open or deactivated (not approved prior to deactivation) and total days (gross days) equal to or greater than the number of days entered on input screen. The report columns list the VECP number, the receipt date, the total number of days, the number of deactivated days, the net total days (with deactivated days subtracted out), the current status, the organization, and the VE Action Officer for each project. The average technical days pending as of current date is also displayed.

3.3.2.23 <u>VECP Financial Settlements Pending Over XXX Days Following Contractor Notification</u>. This report lists those VECPs with current status of approved or deactivated (approved before deactivation) and total days equal to or greater than the number of days entered on the input screen. The report columns list the VECP number, the organization, the contractor notification date, the total number of days, the number of deactivated days, the net days (with deactivated days subtracted out), the current status, and the VE Action Officer for each project listed. The average days pending settlement as of current date is also displayed.

3.3.2.24 <u>Deactivated VECPs</u>. This report lists those VECPs with current status of deactivated. The report columns list the VECP number, the contractor name, the contract number, the originator's number, the procurement officer, the procurement office symbol, the date deactivated and the contractor proposal due date.

3.3.2.25 <u>Active VE Proposal Status Report</u>. This report lists all open, approved, or deactivated VEPs or VECPs. User specifies whether the report is to be run for VEPs or VECPs, and for a certain status or all.

The report columns are defined as follows:

VEP/VECP NUMBER: The six-digit VE number.

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ORIGINATOR'S NUMBER: The number assigned to the VE action by the submitting activity.

PROJECT NAME: The title associated with the VEP/VECP.

ORGANIZATION: The organizational element who submitted the VEP/VECP.

ACTIVE DAYS: Number of days the project has been active.

DEACTIVE DAYS: For VECPs, the number of days that the project has been deactivated.

TOTAL # DAYS IN CYCLE: The total number of days in the cycle, including deactivated days.

LOCATION: Where the project is currently located.

LOCATION DAYS: Number of days the project has been in its present location.

VE ACTION OFFICER: Name of person responsible for VE project.

STATUS: The current status of the VEP/VECP.

ESTIMATED SAVINGS: Estimated Year 1 savings.

3.3.2.26 VECPs/VEPs Approved and Settled for Period MM/DD/YY to MM/DD/YY. This report lists those VEPs with current status of settled and financial settlement date within the selected time period and VECPs with current status of settled or second settled with financial settlement date or contract modification date within the selected time period. The report columns list the VEP/VECP number, the description, the title, the weapon system ID code, the 3 year savings, and the 7 year savings.

3.3.2.27 Value Engineering Action Summary - Major Programs. This report lists those VECPs that have a financial settlement date or contract modi- fication date within the selected fiscal year and are identified as a ma- jor program. The report also lists those VECPs that have a receipt date within the selected fiscal year and are identified as a major program. The report columns list the Program Manager name, the current phase, the type of clause, the estimated savings to DOD and to the contractor, the estimated collateral savings to DOD and to the contractor, and the number of VECPs submitted. The total number of projects approved is also listed.

3.3.2.28 Program Execution Report. This report is a summary of savings and processing times from the consolidated database. The report is in graph form and will be generated by HQ, AMC, IEA, or LOGSA only.

3.3.2.29 VEPRC Summary Report. This report lists those VECPs with a program requirement clause and with a receipt date, or contractor notification date (approval date), or financial settlement date, or contract modification date which falls between the dates the user enters on the screen. Disapproved and withdrawn projects are not included on this report. Report columns include the number of VECPs with Program Requirement Clauses that were received, approved or settled between the selected dates, the contractor name, the contract number, the dollars invested, the VECP number and the savings for year 1.

3.3.2.30 OMB Annual Value Engineering Report. This report will be generated once per year by HQ, AMC, IEA or LOGSA only. A query will run first to select the top twenty projects (by savings) for the year. When these projects have been found, narrative date is entered and the report is generated. Report lists those projects that had a financial settlement date or contract modification date within the selected fiscal year. Cost Savings for years 1 through years 7 are shown, as well as Cost Avoidances. Dollar amounts are broken down by In-house and Contractor. VE Expenditures are shown, as well as the category the project was in (Acquisition, Administrative, Other).

3.3.2.31 VECP Status Summary. This report summarizes the status of the VECPs for three fiscal years: the fiscal year specified, and the two prior fiscal years.

The report totals the number of open VECPs and the savings associated with those VECPs at the beginning of each fiscal year and received during each fiscal year. Additionally, the number of those VECPs that have been approved, settled, second settled, and implemented in each fiscal year, the average age and the savings associated with those VECPs is reported.

The report columns are defined as follows for the current year:

ORGANIZATION: The organizational element submitting the VECPs.

NUMBER OF OPEN ACTIONS: The total number of VECPs submitted in prior fiscal years that have not been disapproved, withdrawn, or financially resolved by a contract modification.

ESTIMATED SAVINGS TO GOVERNMENT: The three-year savings associated with the OPEN ACTIONS.

NUMBER OF VECPS RECEIVED: The total number of VECPs submitted to the VE Office during the fiscal year.

ESTIMATED SAVINGS TO GOVERNMENT: The three-year savings associated with the VECPS RECEIVED.

NUMBER OF VECPS APPROVED: The total number of VECPs technically approved during the fiscal year.

AVERAGE AGE OF VECPS APPROVED: The average number of days from receipt to notification of approval for all VECPs approved during the fiscal year.

ESTIMATED SAVINGS TO GOVERNMENT: The three-year savings associated with VECPS APPROVED.

NUMBER OF VECPS IMPLEMENTED: The total number of VECPs put into operation during the fiscal year.

AVERAGE AGE OF VECPS IMPLEMENTED: The average number of days from receipt to implementation for all VECPs implemented during the fiscal year.

NET SAVINGS TO GOVERNMENT: The government's share of the three-year savings for those VECPS IMPLEMENTED.

NUMBER OF VECPS SETTLED: The total number of VECPs that have been financially resolved by a contract modification.

AVERAGE AGE OF VECPS SETTLED: The average number of days from receipt to settlement for all VECPs financially resolved during the fiscal year.

NET SAVINGS TO GOVERNMENT: The government's share of the three-year savings for those VECPS SETTLED.

NUMBER OF SECONDARY SETTLEMENTS: The number of secondary (additional) settlements during the time period.

NET SAVINGS TO GOVERNMENT: The savings associated with the additional settlement.

NOTE: The average age is calculated from receipt to approval, settlement, and implementation, minus any days the VECP is deactivated during the period.

3.3.2.32 VEP Status Summary. This report summarizes the status of VEPs for three fiscal years: the fiscal year specified, and the two prior fiscal years.

   The report totals the number of studies and the estimated savings associated with the studies, the number of VEPs received and the savings associated with those VEPs at the beginning of each fiscal year and received during each fiscal year. Additionally, the number of those VEPs that have been approved, verified and implemented in each fiscal year, the average age and the savings associated with those VEPs is reported.

   The report columns are defined as follows:

ORGANIZATION: The organizational element submitting the VEPs.

NUMBER OF ACTIVE STUDIES: The total number of VE studies submitted in prior fiscal years that have yet not become actual VEPs or have not been terminated.

ESTIMATED SAVINGS TO GOVERNMENT: The three-year savings associated with the ACTIVE STUDIES.

NUMBER OF VE STUDIES RECEIVED: The total number of studies submitted during the selected fiscal year.

ESTIMATED SAVINGS TO GOVERNMENT: The three-year savings associated with the VE STUDIES RECEIVED.

NUMBER OF VE PROPOSALS INITIATED: The total number of VEPs that were received in the VE Office during the fiscal year.

ESTIMATED SAVINGS TO GOVERNMENT: The three-year savings associated with the VE PROPOSALS INITIATED.

NUMBER OF VEPS APPROVED: The total number of VEPs technically approved during the fiscal year.

AVERAGE AGE OF VEPS APPROVED: The average number of days from receipt to notification of approval for all VEPs approved during the fiscal year.

ESTIMATED SAVINGS TO GOVERNMENT: The three-year savings associated with VEPS APPROVED.

NUMBER OF VEPS VERIFIED: The total number of VEPs that have been verified (settled), showing the reprogramming of the savings.

AVERAGE AGE OF VEPS VERIFIED: The average number of days from receipt to settlement for all VEPs verified during the fiscal year.

NET SAVINGS TO GOVERNMENT: The government's share of the current year savings for those VEPS VERIFIED.

NUMBER OF VEPS IMPLEMENTED: The total number of VEPs put into operation during the fiscal year.

AVERAGE AGE OF VEPS IMPLEMENTED: The average number of days from receipt to implementation for all VEPs implemented during the fiscal year.

NET SAVINGS TO GOVERNMENT: The government's share of the current year savings for those VEPS IMPLEMENTED.

3.3.2.33 Candidate VECP Report. This report lists, by contract number those projects that are currently candidate VECPs or were at one time a candidiate VECP. The report lists the contract number, number of candidate VECPs submitted, the title, whether the project was reviewed or not, the estimated savings for year 1, and the VECP number for those candidate VECPs accepted as VECPs.

3.4 Utilization of System Outputs. Reports are used to monitor and track VE activity, and provide status to higher headquarters.

3.5 Recovery and Error Correction Procedures. VEMS is designed with a Maint Utilities option. From the Maint Utility Menu, the user can access the procedures to delete a record from the consolidated database or archive portions of the database. The archived files can later be restored to the database for historical reference.

The VEMS database should be backed up on a regular basis. The frequency depends on the amount of data that a user can afford to re-enter if the system fails. Backup the database at least once a week routinely, and after every session where a lot of data is entered.

Backing up the database is important because any computer system is vulnerable to failure: a disk drive failure, an unexpected loss of power, a software failure, or a human error. These failures can result in the loss of data in your database. Keep at least two sets of backup diskettes, and alternate between them for each backup. If one set is damaged or an error occurred in the latest backup, the previous set of backup diskettes can be used. That way, if a failure occurs, the data is only lost from the last backup.

3.5.1 Backup Procedures.

a. Database Backup. The database should be backed up on a regular basis, particularly when a significant number of new records and/or updates have been entered into the database.

b. Program Loading Procedure. Initially, VEMS will be installed at each MSC. If the program is erased from the hard disk, FoxPro and VEMS can be re-installed. A copy of FoxPro is retained by each MSC. VEMS and the data in the database will be re-installed by LOGSA.

The re-installation should only be done if the local level system is lost.

3.5.2 Archive Procedures. Choose Maint Utility from the Main Menu Bar. Then select Archive from the next menu. Follow the on-screen instructions.

3.5.3 Deleting a Record. VEMS provides a means to delete a record. If you have not transferred a particular project to the consolidated database yet, simply click on DELETE at the bottom of the data entry screen. To delete projects from the consolidated database, select Delete Records from the Maint Utility Menu.

3.6 Communications Diagnostics. The updated files in your local VEMS database must be transmitted to LOGSA via modem. Choose MAINT UTILITY from the main menu bar. Select TRANSMIT. VEMS will automatically dial and connect you to the File Server at LOGSA. The updated files are automatically transmitted.

3.7 BULLETIN BOARD/CC:MAIL. Your system includes the capability to read a bulletin board and send electronic messages to other users. To do this, you must logon to the file server. Choose Bulletin Board/CC:mail from the Value Engineering Menu.

A box will appear, reading "Name". Enter your login, using the name the system uses to address you (i.e. Good Morning, Joseph Smith). Enter your system password. The main menu will appear next. Notice that there are instructions at the bottom of the screen. If you press F1, a narrative will pop-up with more detailed instructions.

If you wish to send a message, select "Prepare new message" (to select, use the arrow keys to scroll, then press Enter). Select "Address to person". A list of user names will appear. Scroll through the list, choosing the persons you want by pressing Enter. You can choose as many addressees as you want (except yourself). Then press the ESC key. "eNd addressing" is highlighted. Press Enter. Cursor is at "Subject". Type in the subject and press Enter. Then begin typing in your message. When you have finished typing your message, press F10. Now, "Send Message" is highlighted. Press Enter and your message will be sent to the users you selected.

To read a message, select "Read inbox messages". Follow screen instructions to return to Main Menu.

To read a Bulletin Board message, select "reTrieve messages" from the Main Menu. Select "retrieve from bboard/Folder". Press enter and the Bulletin Board message will appear.

cc:Mail is menu-driven and simple to use. Press F1 for detailed instructions.

APPENDIX A

TERMS AND ABBREVIATIONS

This appendix contains the abbreviations and terms used throughout the User's Manual.

AMC	-	U.S. Army Material Command
AVG	-	Average
CAVE	-	Contractual Applications of Value Engineering
DDN	-	Defense Data Network
EST	-	Estimated
FIN	-	Financial
FSC	-	Federal Supply Class
FY	-	Fiscal Year
GOVT	-	Government
INST	-	Installation
LOGSA	-	Logistics Support Activity
MSC	-	Major Subordinate Command
NSN	-	National Stock Number
ORG	-	Organization
Owner	-	VEMS name for a Reporting Installation's subordinates (i.e. depots, ARDEC, ACALA)
PAVE	-	Principles and Applications of Value Engineering
PC	-	Personal Computer
PEO	-	Program Executive Office
PM	-	Program Manager
RCPT	-	Receipt
SQL	-	Structured Query Language
TECH	-	Technical
VE	-	Value Engineering
VEARS	-	Value Engineering Analysis and Reporting System
VECP	-	Value Engineering Change Proposal
VEMS	-	Value Engineering Management System
VEP	-	Value Engineering Proposal
VEPM	-	Value Engineering Program Manager

APPENDIX B

List of VEMS Data Elements

ELEMENT	LENGTH	TYPE	DESCRIPTION
ri_code	2	char	reporting installation code
ow_code	2	char	owner code
ve_nbr	6	char	VE proposal number
cur_stat	1	char	current proposal status
comd_name	40	char	command name (i.e. CECOM)
peo_code	3	char	program executive officer code
peo_name	20	char	program executive officer name
pm_code	2	char	program manager code
pm_name	100	char	program manager name
maj_prg_id	1	logical	Major Program Indicator Y or N
contrctor	20	char	contractor name
contr_num	9	char	contractor number
cont_nbr	18	char	contract number
cont_fy	2	char	contract fiscal year indicator
con_mod_no	7	char	contract modification number
con_mod_dt	8	date	contract modification date
con_due_dt	8	date	contractor proposal due date
sys_inp_dt	8	date	date of input to contract file (when data is entered into the Contract File)
tgt_mod_dt	8	date	target modification date
trans_byte	1	logical	transmit to consolidated DB byte
update_dt	8	date	date of consolidated database update
std_beg_dt	8	date	date study began
sub_dt	8	date	study submission date
rec_dt	8	date	receipt date
tec_dec_dt	8	date	date of technical decision
not_dt	8	date	notification date (formerly action date)
fin_set_dt	8	date	date of financial settlement
rec_veo_dt	8	date	date received in VE office
imp_dt	8	date	date of implementation
dea_rea_dt	8	date	date of deactivation/reactivation
ve_act_ofc	18	char	VE Action Officer
proc_ofc	18	char	Procurement Officer
proc_sym	15	char	Procurement Office Symbol
org	10	char	Organization

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ELEMENT	LENGTH	TYPE	DESCRIPTION
govt_shr_c	3	numeric	% government share of collateral sav
clause_ind	1	char	Program requirement or incentive clause indicator R or I
title	60	char	title of proposal
descrip	800	char	description
system	10	char	abbreviation of system
nsn	13	char	national stock number
part_nbr	20	char	part number
fsc	4	char	federal supply classification
wep_sys_id	6	char	weapon systems numeric code
wep_sys_nm	54	char	weapon systems name

Savings Goals:

ELEMENT	LENGTH	TYPE	DESCRIPTION
con_sav_gl	8	numeric	contractor's savings goal
msc_sav_gl	8	numeric	MSC's savings goal
org_sav_gl	8	numeric	organization's savings goal
peo_sav_gl	8	numeric	PEO's savings goal
pm_sv_goal	8	numeric	PM's savings goal
con_gl_fy	2	char	fiscal year for contractor's savings goal
msc_gl_fy	2	char	fiscal year for MSC's savings goal
org_gl_fy	2	char	fiscal year for organization's savings goal
peo_gl_fy	2	char	fiscal year for PEO's savings goal
pm_gl_fy	2	char	fiscal year for PM's savings goal

Quarterly Data:

ELEMENT	LENGTH	TYPE	DESCRIPTION
opr_cost_c	6	numeric	cost of operating VE office - VECP
opr_cost_p	6	numeric	cost of operating VE office - VEP
nbr_pave	3	numeric	number of people who took PAVE course this quarter
nbr_cave	3	numeric	number of people who took CAVE course this quarter
nbr_indoc	3	numeric	number of people indoctrinated in VE this quarter
nbr_semnr	3	numeric	number of people who attended VE seminar this quarter
nbr_wrkshp	3	numeric	number of people who attended VE workshop this quarter

ELEMENT	LENGTH	TYPE	DESCRIPTION
nbr_stdy_a	3	numeric	number of in-house studies for items after production
nbr_stdy_p	3	numeric	number of in-house studies for items prior to production
nbr_req_a	3	numeric	number of requirement clauses placed in contracts after production
nbr_req_p	3	numeric	number of requirement clauses placed in contracts prior to production
nbr_trnd	3	numeric	total number of people trained in VE this quarter
full_emp	3	numeric	number of full time employees EOQ
no_full_eq	3	numeric	number of full time equivalents of part time employees
fund_oma	5	numeric	OMA funds set aside for VE
fund_proc	5	numeric	Procurement funds set aside for VE
fund_dbof	5	numeric	DBOF funds set aside for VE
fund_rdte	5	numeric	RDTE funds set aside for VE
fund_aif	5	numeric	AIF funds set aside for VE
qtr_qy	3	char	YYQ (year and quarter) of quarterly input

Savings:

ELEMENT	LENGTH	TYPE	DESCRIPTION
cur_fy_ind	4	numeric	current fiscal year indicator
rem_yr_ind	9	char	remaining years indicators
sav_yr1	6	numeric	Govt net savings for current year (year 1)
sav_yr2	6	numeric	Govt net savings for year 2
sav_yr3	6	numeric	Govt net savings for year 3
sav_yr4	6	numeric	Govt net savings for year 4
sav_yr5	6	numeric	Govt net savings for year 5
sav_yr6	6	numeric	Govt net savings for year 6
sav_yr7	6	numeric	Govt net savings for year 7
sav_rem_yr	6	numeric	Govt net savings for the remaining outyears
e_sav_yr1	6	numeric	Govt estimated savings for year 1
e_sav_yr2	6	numeric	Govt estimated savings for year 2
e_sav_yr3	6	numeric	Govt estimated savings for year 3
e_sav_yr4	6	numeric	Govt estimated savings for year 4
e_sav_yr5	6	numeric	Govt estimated savings for year 5
e_sav_yr6	6	numeric	Govt estimated savings for year 6
e_sav_yr7	6	numeric	Govt estimated savings for year 7
e_sav_rmy	6	numeric	Govt estimated savings for remaining years
sav_yr1_c	6	numeric	collateral savings for year 1
sav_yr2_c	6	numeric	collateral savings for year 2

ELEMENT	LENGTH	TYPE	DESCRIPTION
sav_yr3_c	6	numeric	collateral savings for year 3
sav_yr4_c	6	numeric	collateral savings for year 4
sav_yr5_c	6	numeric	collateral savings for year 5
sav_yr6_c	6	numeric	collateral savings for year 6
sav_yr7_c	6	numeric	collateral savings for year 7
sav_rem_c	6	numeric	collateral savings for remaining years
e_sv_yr1_c	6	numeric	estimated collateral savings year 1
e_sv_yr2_c	6	numeric	estimated collateral savings year 2
e_sv_yr3_c	6	numeric	estimated collateral savings year 3
e_sv_yr4_c	6	numeric	estimated collateral savings year 4
e_sv_yr5_c	6	numeric	estimated collateral savings year 5
e_sv_yr6_c	6	numeric	estimated collateral savings year 6
e_sv_yr7_c	6	numeric	estimated collateral savings year 7
e_sv_rem_c	6	numeric	estimated collateral savings remaining years
govt_cost	6	numeric	government cost to develop/test/implement
cont_cost	6	numeric	contractor cost to develop/implement
e_gov_cost	6	numeric	estimated government cost to dev/test/imp
e_con_cost	6	numeric	estimated contractor cost to dev/test/imp
ss_ind	1	logical	additional (secondary) settlement indicator Y or N
e_cur_fy	4	numeric	current fiscal year indicator for estimates
e_rem_yr	9	char	remaining years' indicator for estimates
k_sav_yr1	6	numeric	Contractor's Savings - Year 1
k_sav_yr2	6	numeric	Contractor's Savings - Year 2
k_sav_yr3	6	numeric	Contractor's Savings - Year 3
k_sav_yr4	6	numeric	Contractor's Savings - Year 4
k_sav_yr5	6	numeric	Contractor's Savings - Year 5
k_sav_yr6	6	numeric	Contractor's Savings - Year 6
k_sav_yr7	6	numeric	Contractor's Savings - Year 7
k_sav_rem	6	numeric	Contractor's Savings - Rem Yr
ek_sav_yr1	6	numeric	Est Contractor Sav Year 1
ek_sav_yr2	6	numeric	Est Contractor Sav Year 2
ek_sav_yr3	6	numeric	Est Contractor Sav Year 3
ek_sav_yr4	6	numeric	Est Contractor Sav Year 4
ek_sav_yr5	6	numeric	Est Contractor Sav Year 5
ek_sav_yr6	6	numeric	Est Contractor Sav Year 6
ek_sav_yr7	6	numeric	Est Contractor Sav Year 7
ek_savrem	6	numeric	Est Contractor Sav Remain Yrs
int_mod_no	7	char	Interim Modification Number
int_mod_dt	8	date	Date of interim modification
savings_dt	8	date	Date of savings

ELEMENT	LENGTH	TYPE	DESCRIPTION
dea_rea_id	1	char	deactivation or reactivation indicator D or R
function	30	char	function of item
sav_source	15	char	AMS code (source of VE savings)
reprog_sav	15	char	reprogrammed savings
appro_code	4	char	funding appropriation code (DBOF, AIF, OMA, RDTE, MPA, PA, NGPA, OMNG, MCA, RPA, OMAR, MCNG, FHA, ASF, CAWF, MCAR, OPA)
time_code	1	char	indicator prior to or after production P or A or N (for not hardware oriented)

Tracking:

location	10	char	office where proposal is located
cyc_stat	20	char	status in cycle (i.e. negotiation)
milestone	15	char	milestone
mile_ind	1	logical	indicator whether milestone was met Y or N
mil_set_by	10	char	name of office that set milestone
remrks_mil	50	char	milestone remarks
rec_loc_dt	8	date	date VE action is returned to VE ofc
remrks_loc	200	char	remarks for location file
mile_dt	8	date	milestone date
susp_dt	8	date	suspense date
fol_up_dt	8	date	follow up date
sent_dt	8	date	date VE proposal is sent for decision

Sharing:

share_ind	1	logical	sharing indicator (Y or N)
share_org	10	char	sharing organization/installation
share_amt	6	numeric	shared amount
share_pct	3	numeric	shared percentage
stdy_orig	18	char	name of the study originator
orig_nbr	10	char	number assigned to the study by the originator or, for a VECP, the number assigned by the contractor
std_ter_dt	8	date	date study is terminated
mgt_sum	800	char	management summary narrative
mgt_sum_id	1	char	type of management summary
mgt_sum_dt	8	date	date of management summary
mgt_sum_yq	3	char	fiscal year and quarter of mgt sum
spare_ind	1	char	spare part indicator (S, F, C, or blank)

ELEMENT	LENGTH	TYPE	DESCRIPTION
nomen	40	char	item nomenclature

Point of Contact:

ELEMENT	LENGTH	TYPE	DESCRIPTION
poc_lname	20	char	Last name of VE office Point of Contact
poc_fname	15	char	First name of VE office POC
poc_add1	50	char	Command name (i.e. CECOM)
poc_add2	30	char	attention symbol (i.e. ATTN: AMXLS)
poc_add3	30	char	street address
poc_add4	40	char	City, state and zip code
poc_dsn	11	char	POC's DSN number (i.e. 570-8371)
poc_phone	18	char	POC's commercial phone number
poc_email	50	char	POC's electronic mail address
poc_title	15	char	POC's title (i.e. VEPM)
poc_dsn_fx	11	char	POC's FAX number - DSN
poc_com_fx	14	char	POC's FAX number - commercial
poc_acrony	15	char	Command's ACRONYM
poc_id	3	char	Identifying Code for POC file (RI, PEO, Owner)

OMB Circular:

ELEMENT	LENGTH	TYPE	DESCRIPTION
omb_fy	2	char	Fiscal year of OMB report
nar_1	800	char	Narrative field 1 for OMB report
nar_2	800	char	Narrative field 2 for OMB report
acq_thres	6	numeric	Dollar threshold for Acquisition category
admn_thres	6	numeric	Dollar threshold for Administrative category
othr_thres	6	numeric	Dollar threshold for Other category
sav_acq_in	6	numeric	Cost savings for acquisition - In-house
sav_adm_in	6	numeric	Cost savings for administrative - In-house
sav_oth_in	6	numeric	Cost savings for other - In-house
sav_acq_cn	6	numeric	Cost savings for acquisition - Contractor
sav_adm_cn	6	numeric	Cost savings for administrative - Contractor
sav_oth_cn	6	numeric	Cost savings for other - Contractor
ca_acq_in	6	numeric	Cost avoidance for acquisition - In-house
ca_adm_in	6	numeric	Cost avoidance for administrative - In-house
ca_oth_in	6	numeric	Cost avoidance for other - In-house
ca_acq_cn	6	numeric	Cost avoidance for acquisition - Contractor

ELEMENT	LENGTH	TYPE	DESCRIPTION
ca_adm_cn	6	numeric	Cost avoidance for administrative - Contractor
ca_oth_cn	6	numeric	Cost avoidance for other - Contractor
option_1	20	char	optional field 1
option_2	20	char	optional field 2
option_3	20	char	optional field 3
option_4	20	char	optional field 4
option_5	20	char	optional field 5
option_6	20	char	optional field 6

VE Program Requirement Clause Report:

ELEMENT	LENGTH	TYPE	DESCRIPTION
cand_vecp	1	logical	candidate VECP indicator Y or N - an indicator for a proposal that isn't a VECP yet
clin_cost	6	numeric	cost of the program requirement clause in thousands
cont_val	3	numeric	price of the contract in millions
alt2_mand		memo	alternate II type clause - description of elements for mandatory consideration
alt2_vol		memo	alternate II type clause - description of elements for voluntary consideration
govt_part		memo	government participation in VE workshop - list of names of people who participated
subcont_pt		memo	subcontractor participation in VE workshop - list of names of people who participated
veplan_dtf	8	date	forecasted date of VE plan
veplan_dta	8	date	actual date of VE plan
coor_mtg_f	8	date	forecasted date of coordination meeting
coor_mtg_a	8	date	actual date of coordination meeting
wkshp_f	8	date	forecasted date of workshop
wkshp_a	8	date	actual date of workshop
qtr_rpt_f	8	date	forecasted date of quarterly reports
qtr_rpt_a	8	date	actual date of quarterly reports
fin_rpt_f	.8	date	forecasted date of final report
fin_rpt_a	8	date	actual date of final report
sir	6	numeric	savings to investment ratio (total savings divided by the clin cost) - VEPRC Report
rev_ind	1	logical	indicator Y or N - whether candidate VECP has been reviewed or not
sys_prc	10	char	system abbreviation for VEPRC input

APPENDIX C

DATA ELEMENT DICTIONARY

ADMINISTRATIVE THRESHOLD: This is the dollar threshold for the Administrative category on the OMB circular report.

ALTERNATE II, MANDATORY: This is the description of elements for mandatory consideration for the alternate II type clause (VEPRC report).

ALTERNATE II, VOLUNTARY: This is the description of elements for voluntary consideration for the alternate II type clause (VEPRC report).

ACQUISITION THRESHOLD: This is the dollar threshold for the Acquisition category on the OMB circular report.

CLAUSE INDICATOR: This data element indicates whether the VE proposal is submitted voluntarily (Incentive Clause) or the result of a contract requirement (Program Requirement Clause). All Government contracts over $100,000 or spare part/repair kit contracts over $25,000 are required to contain a VE Incentive and/or a VE Program Requirement Clause. The VE contract clause identifies the Government/contractor share of the savings resulting from the VE proposal. When both the VE Incentive Clause and the Program Requirements Clause are included in the contract, the Contracting Officer must decide which clause the VE proposal falls under.

CLIN COST: Contract Line Item Cost. This is the cost of the program requirement clause, in thousands.

COLLATERAL SAVINGS, YR1 - YR7: VECPs only. Collateral savings for year 1 through year 7. This savings is the measurable net reductions in cost of operation, maintenance, logistics support, shipping costs, or Government furnished property (N/A) resulting from the implementation of a VECP or VEP. Each year of the Government's share, in accordance with the instant contract, is to be reported individually. For collateral savings, the contractor is entitled to 20 percent of the savings which the purchasing office estimates will be realized during an average one-year period. However, the contractor's share shall not exceed $100,000 or the value of the instant contract, whichever is greater. The amount of collateral savings is determined by the procuring activity.

COLLATERAL SAVINGS, REM: Collateral savings for remaining years.

COMMAND NAME: The name of the reporting installation.

CONTRACT FY: This is the contract fiscal year indicator.

CONTRACT MOD NUMBER: Each time a contract is modified settling the VECP, a contract modification number is assigned. This number indicates that the VECP has been settled.

CONTRACT NUMBER: This number identifies the contract of the Basic Order for Agreement against which the VECP is submitted.

CONTRACTOR COST: The contractor's cost to develop/test/implement a proposal.

CONTRACTOR NAME: The name of the contractor submitting the VECP. Contractor names must be standardized.

CONTRACTOR NUMBER: The contractor identification number assigned by Dun and Bradstreet, Inc. The DUNS Contractor number is found in the Federal Procurement Data Center (FPDC) DUNS Contractor Identification File, Alphabetical Listing (Nov 84 or later). The CAGE code can also be used for this number.

CONTRACTOR PROPOSAL DUE DATE: The date the contractor has to take action on a proposal (the contractor sets this date).

CONTRACTOR SAVINGS GOAL: This is the fiscal year savings goal (total dollars) that has been specified for specific contractors by the MSC.

CONTRACTOR SAV GL FY: This is the fiscal year indicator for the Contractor's savings goal.

CONTRACTOR SHARE: This is the percentage of the contractor's share of savings. This percentage is calculated based on the actual dollar amounts (government and contractor) entered into the database. The user does not have to enter this figure.

CONTRACT VALUE: The price of the contract in millions.

COORDINATION MEETING, ACTUAL: This is the actual date of the coordination meeting (VEPRC).

COORDINATION MEETING, FORECASTED: This is the forecasted date of the coordination meeting (VEPRC).

COST AVOIDANCE-ACQ-CN: This is the cost avoidance for acquisition category, contractor (OMB circular report).

COST AVOIDANCE-ADM-CN: This is the cost avoidance for administrative category, contractor (OMB circular report).

COST AVOIDANCE-OTH-CN: This is the cost avoidance for other category, contractor (OMB circular report).

COST AVOIDANCE-ACQ-IN: This is the cost avoidance for acquisition category, in-house (OMB circular report).

COST AVOIDANCE-ADM-IN: This is the cost avoidance for administrative category, in-house (OMB circular report).

COST AVOIDANCE-OTH-IN: This is the cost avoidance for other category, in-house (OMB circular report).

COST SAVINGS-ACQ-CN: This is the cost savings for acquisition category, contractor (OMB).

COST SAVINGS-ADM-CN: This is the cost savings for administrative category, contractor (OMB).

COST SAVINGS-OTH-CN: This is the cost savings for other category, contractor (OMB).

COST SAVINGS-ACQ-IN: This is the cost savings for acquisition category, in-house (OMB).

COST SAVINGS-ADM-IN: This is the cost savings for administrative category, in-house (OMB).

COST SAVINGS-OTH-IN: This is the cost savings for other category, in-house (OMB).

CURRENT FY IND: The current fiscal year indicator (savings file).

CURRENT FY IND, EST: The current fiscal year indicator for estimated savings.

CURRENT PROPOSAL STATUS: This is the status associated with the dates in the date of notification, date of financial verification/settlement, and the date of deactivation/reactivation.

VEPS and VECPS:

Open (OP)	This indicates that the VE Proposal has not been approved, disapproved or withdrawn.
Approved (AP)	This indicates that the date in the Date of Notification is the date on which the VE Proposal was technically approved. This status must be accompanied by a date in Date of Technical Decision.
Disapproved (DI)	This indicates that the date in the Date of Notification is the date on which the VE Proposal was technically disapproved. This status must be accompanied by a date in the Date of Technical Decision.
Withdrawn (WI)	This indicates that the date in the Date of Notification is the date on which the VE Proposal was withdrawn from further consideration. This status must be accompanied by a date in the Date of Technical Decision.

Settled (SE)   This indicates that the project has been financially verified/settled.

VEPs Only:

Study   This indicates that the project is a study and has not become an actual VEP yet.

VECPs only:

Candidate VECP   This indicates that the project has not become an actual VECP yet (preliminary VECP).

Deactivated (DE)   This indicates that the VECP has been deactivated and the next step in the processing   cycle of the VECP is outside the control of the government. This status must be accompanied by a date in the Date of Deactivation field and a Management Summary Report. This may occur more than once in the processing cycle. Time deactivated is subtracted from processing times.

Second Settled (SS)   This is an additional settlement for that VECP.

CYCLE STATUS: This is the decision or action in the VE action cycle that is to occur at the location specified. This is associated with LOCATION (i.e. technical decision at CCB, financial settlement in procurement, etc.) (tracking file).

DATE OF CONSOLIDATED DATABASE UPDATE: This is the date that your input updates the consolidated database at LOGSA. This date will be automatically updated when the records are transmitted to the file server at LOGSA.

DATE OF CONTRACT MODIFICATION: VECPS only. The date that the VECP is financially settled; i.e., a contract modification has been issued to reflect financial settlement with the contractor. This date stops the time clock that measures an organization's processing time.

DATE OF DEACTIVATION: VECPS only. This is the date when the VECP is moved outside the control of the VE office (government). This date must occur after the Date of Receipt and before the Date of Financial Settlement.

DATE OF FINANCIAL SETTLEMENT: VEPS: This is the date that the reapplication of the VEP savings is verified by an office or organization having the authority to reapply the funding. VECPS: The date that the VECP is financially settled; i.e., the contract is modified to reflect financial settlement with the contractor. Date of the first contract mod settling the VECP. The mod must be one in which money changes hands or specifies a not-less-than settlement amount. BOTH: The date stops the time clock that measures an organization's processing time.

DATE OF FOLLOW-UP: This is the last date that the VE action officer contacted the specific person at the

location listed to check on the current status of the VE action. This is associated with LOCATION (tracking file).

DATE OF IMPLEMENTATION: The date that the VE change is implemented. This date corresponds to the date that the Government accepts an end item with the changed configuration or the new process or procedure is initiated. Formal documentation is required such as DD Form 250. This date must follow or equal the Receipt date.

DATE OF INTERIM MODIFICATION: VECPS only. The date the contract is modified, but not financially settled. This date DOES NOT STOP THE PROCESSING TIME CLOCK.

DATE OF MANAGEMENT SUMMARY: This is the date the management summary is prepared.

DATE OF MILESTONE: This is the date associated with a specific milestone (Tracking file).

DATE OF NOTIFICATION: VEPS: Formerly called the action date. The date on which the submitting organization is sent notification of the technical decision. VECPS: Formerly called the action date. The date on which the contractor is sent notification of the technical decision. BOTH: This date must follow or equal Date of Technical Decision. This is the date of approval/disapproval/withdrawal. This date counts towards processing time goals.

DATE OF REACTIVATION: VECPS only. This is the date when the VECP is moved back inside the control of the VE office (government). This date must occur after the Date of Deactivation.

DATE OF RECEIPT: VEPS: The date of receipt records the date that the completed study package is formally submitted for a decision by its proponent organization. VECPS: The date of receipt records the date that the VECP is initially received by any government office. BOTH: This date starts the time clock that measures the rate at which an organization responds to the VE action submitted.

DATE OF RECEIPT IN VEO: The date on which the VE proposal is received by the MSC VE office. This date must follow or equal the Date of Receipt.

DATE OF STUDY SUBMISSION: VEPS only. This is the date the VE study application is submitted to the appropriate authority/decision maker for authority to proceed or abandon. This date must precede the Date Study Began.

DATE OF SUSPENSE: The date the VE action is expected to be returned to the VE office. This is associated with LOCATION (tracking file).

DATE OF TECHNICAL DECISION: VEPS: The date that the VEP is approved or disapproved or the proponent organization withdrew the VE action. VECPS: The date that the technical review board (CCB, VERB, etc.) approved or disapproved the VECP or the contractor withdrew the VE change. BOTH: This date must be later than or equal to the Date of Receipt, equal to or precede the Date of Notification, and must

precede the Date of Financial Verification/Settlement. This date does not affect the processing time clock.

DATE RECEIVED IN LOCATION: This is the date the VE action is actually returned to the VE office. This is associated with LOCATION (Tracking file).

DATE SENT: The date the VE action is sent to the system/project office that is responsible for making a decision or taking some action before the VE action is processed further. This is associated with LOCATION (Tracking file).

DATE STUDY BEGAN: VEPS only. This is the date the idea was identified as a VE study candidate and properly documented as such after review and approval. This date must equal or follow the Date of Submission and precede the Date of Receipt.

DEACTIVATION/REACTIVATION INDICATOR: This is an indicator to show whether project is deactivated or reactivated. This is associated with the deactivation/reactivation date.

DESCRIPTION: This a narrative summary description of the VE proposal.

ESTIMATED COLLATERAL SAVINGS, YR1 - YR7: These are estimated collateral savings for year 1 through year 7.

ESTIMATED COLLATERAL SAVINGS, REM: These are estimated collateral savings for remaining years.

ESTIMATED COST, CONTRACTOR: This is the estimated contractor cost to develop/test/implement.

ESTIMATED COST, GOVERNMENT: This is the estimated government cost to develop/test/implement.

ESTIMATED SAVINGS, YR1 - YR7: These are estimated savings for year 1 through year 7.

ESTIMATED SAVINGS, RMY: These are estimated savings for the remaining years.

FINAL REPORTS, ACTUAL: This is the actual date of the final reports (VEPRC).

FINAL REPORTS, FORECASTED: This is the forecasted date of the final reports (VEPRC).

FSC: This is the Federal Supply Classification which is always reported with the part number (see Item Affected).

FULL-TIME EMPLOYEES: Number of full time VE command personnel on board at end of quarter (excluding clerical or secretarial). Army staffing guidelines for the VE function recommend one full-time action officer per 500 persons for the first 2,000 employees and one additional action officer for each additional 1,000 employees.

FULL-TIME EQUIVALENTS OF PART-TIME EMPLOYEES: Identifies the number of full-time equivalents of part-time employees at end of quarter (i.e. a person who works on VE for 50% of his time + a person who works on VE for 75% of his time = 1.25 full time equivalent).

FUNCTION: This specifies the major function(s) of the item affected by the VE action in a verb-noun format.

FUNDING PROGRAM ELEMENT: This code identifies the appropriation which funded the development and implementation of the VE project.

MPA	- Military Pay, Army
OMA	- Operations and Maintenance, Army
PA	- Procurement Appropriation
RDTE	- Research, Development, Test, and Evaluation
MCA	- Military Construction, Army
NGPA	- National Guard Personnel, Army
OMNG	- Operations and Maintenance, National Guard
FHA	- Family Housing, Army
RPA	- Reserve Procurement, Army
OMAR	- Operations and Maintenance, Army Reserve
MCNG	- Military Construction, National Guard
MCAR	- Military Construction, Army Reserve
AIF	- Army Industrial Fund
ASF	- Army Stock Fund
CAWF	- Conventional Ammunition Working Capital Fund
DBOF	- Defense Business Operating Fund
OPA	- Other Procurement, Army

GOVERNMENT COST: This is the government's direct, nonrecurring investment cost to develop/test/implement a proposal (excluding overhead and administrative costs).

GOVERNMENT PARTICIPATION: This is a list of names of government employees who participated in VE workshop.

GOVERNMENT SHARE OF COLLATERAL SAVINGS: This is the government's percentage share of collateral savings received as a result of the VECP. This figure must be entered by the user.

GOVERNMENT SHARE OF SAVINGS: This is the percentage share of the savings that the Government receives as a result of the VECP. The government share will depend on the type of VE clause in the contract and the type of contract. Generally the split is 75 percent government - 25 percent con- tractor or 50 percent government - 50 percent contractor. This percentage is calculated based on actual dollar amounts (government and contractor) entered into the database. User does not have to enter this figure.

INTERIM MODIFICATION NUMBER: This is number of the interim modification.

ITEM AFFECTED: The item affected by the VE proposal is identified EITHER by a National Stock Number (NSN) OR a Federal Supply Classification (FSC) and a part number.

ITEM NOMENCLATURE: This is a descriptive noun to identify the item actually being value engineered.

LIFE SAVINGS: This is automatically calculated and includes all years of savings.

LOCATION: This is the system/project office that is responsible for making a decision or taking some action before the VE action is processed further. This may be a procurement office, contractor or another MSC, etc. (Tracking file).

LOCATION REMARKS: This contains comments that explain the delay at a particular location. This is associated with LOCATION (Tracking file).

MAJOR PROGRAM INDICATOR: This is an indicator to show whether the project is a major program or not.

MANAGEMENT SUMMARY: This is an explanation of the circumstances that have occurred which affected the normal processing sequences of the VE action.

MANAGEMENT SUMMARY DATE: This is the date the management summary is prepared. Associated with this date is the quarter and fiscal year of input to the management summary file.

MANAGEMENT SUMMARY TYPE INDICATOR: This identifies the reason for the Management Summary:

    00 - an overaged VE action
    01 - deactivation of VE action
    02 - unusual change in status such as from approved to
         disapproved or approved to withdrawn.
    03 - other

MILESTONE: This is a specific milestone in the processing cycle (Tracking file).

MILESTONE INDICATOR: This is a yes or no indicator to show whether the milestone was met or not (Tracking file).

MILESTONE REMARKS: This is an explanation of why the milestone was not met (Tracking file).

MILESTONE SET BY: This is the office or activity that has set the milestone date (Tracking file).

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MSC SAVINGS GOAL: This is the savings goal for the MSC (VE reporter).

MSC SAV GL FY: This is the fiscal year for the MSC's savings goal.

NARRATIVE 1: This is the description of the steps taken to validate the reported cost savings, whether through IG audit or other measures for the OMB circular report (to be entered by IEA only).

NARRATIVE 2: This the description of any quality or non-quantifiable improvements resulting from VE for the top 20 VE projects for the OMB circular report (to be entered by IEA only).

NSN: National Stock Number (see Item Affected).

NUMBER INDOCTRINATED: This is the total number of personnel introduced to the VE program during the current quarter.

NUMBER OF IN-HOUSE STUDIES AFTER PRODUCTION: This specifies the number of in-house VE studies completed during the quarter. "After Production" includes VE activity in operations, maintenance, or overhaul facilities.

NUMBER OF IN-HOUSE STUDIES PRIOR TO PRODUCTION: This specifies the number of in-house VE studies completed during the quarter which deal with items prior to going into first production. "Prior to production" includes any VE activity during concept, formulation, and design and development prior to initiation of pilot or full-scale production.

NUMBER OF REQUIREMENT CLAUSES AFTER PRODUCTION: Specifies the number of VE requirement clauses placed in contracts during the quarter, dealing with items after the first production began (see in-house studies).

NUMBER OF REQUIREMENT CLAUSES PRIOR TO PRODUCTION: Specifies the number of VE requirement clauses placed in contracts during the quarter, dealing with items prior to going into first production (see in-house studies).

NUMBER TRAINED: This is the total number of personnel trained during the quarter.

NUMBER TRAINED - CAVE: This is the total number of personnel trained 40 hours in the Contractual Aspects of VE Course (CAVE) during the quarter.

NUMBER TRAINED - PAVE: This is the total number of personnel trained 40 hours or more in the Principles and Applications of VE Methods Course (PAVE) during the quarter.

NUMBER TRAINED - SEMINARS: This is the total number of personnel who attended two - four hour seminars on VE during the quarter.

NUMBER TRAINED - WORKSHOP: This is the total number of personnel who attended a VE workshop during the quarter.

OMB FISCAL YEAR: This is the fiscal year of the OMB circular report.

OPERATING COST OF THE VE OFFICE: This is the cost of salaries, overhead training costs, travel costs, and contracting for VE services, per AR 5-4. This is to be reported separately for VEPs and VECPs.

OPTIONS 1 - 6: These are optional fields to be used at your discretion.

ORGANIZATION: This is the specific code assigned sub-elements within each MSC. This is the acronym of the supported PEO or office symbol of the MSC directorate or office that is reporting the VE proposal.

ORGANIZATION SAVINGS GOAL: This is the savings goal for the organization, as determined by the MSC.

ORGANIZATION SAV GL FY: This is the fiscal year for the organization's savings goal.

ORIGINATOR'S NUMBER: VEPS: This is the number assigned to the study by the originating activity. VECPS: This is the number assigned to the VECP by the contractor.

OTHER THRESHOLD: This is the dollar threshold for "Other" category on the OMB circular report.

OWNER CODE: This code identifies the depots, reporting installation activities, ammo plants, arsenals, etc. that report through an MSC. It indicates the owner of the VEP/VECP (i.e. ARDEC is owner code NG and can be reported by TACOM and IOC). A VE project can belong to either an Owner or a PEO. It cannot belong to both.

PART NUMBER: This is the part number which is always reported with the FSC (see Item Affected).

PEO CODE: This is a three-digit code which identifies the Program Executive Office reporting the VE proposal. The code is assigned by LOGSA.

PEO NAME: This is the name of the PEO (i.e. Communication Systems).

PEO SAV GOAL: This is the savings goal for the PEO.

PEO SAV GOAL FY: This is the fiscal year for the PEO savings goal.

PM CODE: This is a two-digit code which identifies the program reporting the VE proposal. The code is assigned by LOGSA.

PM NAME: This is the name of program manager (i.e. Firefinder).

PM SAV GOAL: This is the savings goal for the PM.

PM SAV GOAL FY: This is the fiscal year for the PM savings goal.

POINT OF CONTACT: This is the first and last name of the VE office point of contact (usually the VEPM).

POC ADDRESS: This is the Command name, attention symbol, street address, city, state, and zip code of the POC.

POC COMMERCIAL NUMBER: This is the commercial phone number for the POC.

POC COMMERCIAL FAX: This is the commercial FAX number for the POC.

POC DSN: This is the DSN number for the POC.

POC DSN FAX: This is the DSN FAX number for the POC.

POC E-MAIL: This is the electronic mail address for the POC.

POC TITLE: This is the title of the VE office POC (i.e. VEPM).

PROCUREMENT OFC: This is the Procurement Officer.

PROCUREMENT SYM: This is the office symbol for the Procurement Office.

QUARTERLY REPORTS, ACTUAL: This is the actual date of the quarterly reports (VEPRC).

QUARTERLY REPORTS, FORECASTED: This is the forecasted date of the quarterly reports (VEPRC).

REM YR IND: This is the fiscal year indicator for the remaining outyears. This indicator is expressed as a range of years (i.e. 2005 - 2009).

REM YR IND, EST: This is the fiscal year indicator for the remaining outyears for estimated savings. This indicator is expressed as a range of years.

REPORTING INSTALLATION CODE: This is the two-digit code assigned to each VE reporter (i.e. TACOM = EH), specified in AMC R 11-2.

REPROGRAMMED SAVINGS: The AMS number which identifies the program element to which the VE savings have been reprogrammed. The Savings Source and Reprogrammed Savings may be the same.

REVIEW IND: An indicator to show whether a candidate VECP has been reviewed or not.

SAVINGS SOURCE: The Army Management Structure (AMS) number which identifies the specific program element that is the source of the VE savings. AMS numbers are specified in AR 37-100-XX, where XX is the fiscal year.

SAVINGS, YR1 - YR7: These are the savings amounts for year 1 through year 7:

   a. Year 1 (formerly current FY savings) - On-hand funds no longer required for the originally intended purpose which may be reprogrammed to finance unfunded requirements during the current FY.

   b. Year 2 (formerly budget FY savings) - Savings based on the Five Year Defense Plan, President's budget, appropriated funds for first out year, or budget and program resources review.

   c. Year 3 (formerly future budget FY savings) - Savings based on the Five Year appropriated funds for second out year or budget and program resources review.

   d. Year 4 through Year 7 (formerly remaining FY savings) - Savings during the sharing period after year 1, year 2, and year 3.

   Initially, the savings reported are estimated. These estimates may be updated any time prior to financial resolution. The actual savings are reported when the VE project is financially settled.

NOTE: If the savings are shared between MSCs, report only your own share of the savings.

SAVINGS, REM: These are the savings amounts for the remaining outyears (after year 7). These savings are associated with a range of years (i.e. 2005-2010).

SHARED AMOUNT: This is the dollar amount shared between two or more installations or organizations. This field is for reporter's information only. The shared amount will not be automatically credited.

SHARING INDICATOR: This is an indicator to show whether a project is shared or not.

SHARING INSTALLATION: This is the sharing installation code when the savings are shared between two MSC's.

SHARING ORGANIZATION: This is the acronym of the supported PEO or office symbol of the MSC directorate or office sharing the VE Savings.

SHARER'S PERCENT: This is the percentage of the savings that is credited to the sharing organization.

SIR: The savings to investment ratio (total savings divided by the CLIN cost - VEPRC).

SPARE PART INDICATOR: This indicates whether the VE proposal involves a change to a spare part. Spare Part Indicators: S = Spare Part, F = Funded Program, C = Funded Program Involving Spare Part, Blank = not a Spare Part or Funded Program.

SS IND: Additional (secondary) settlement indicator for VECPs.

STUDY ORIGINATOR: This is the name of the person(s) assigned to conduct the study.

STUDY TERMINATION DATE: This is the date that a study becomes inactive or is terminated.

SUBCONTRACTOR PARTICIPATION: This is a list of names of subcontractors who participated in a VE workshop.

SYSTEM: This is the abbreviated name of the item/weapon system affected by the VE proposal.

TARGET MODIFICATION DATE: This is the projected date of contract modification.

TIME CODE: An indicator to show whether the proposal was generated prior to (P) or after (A) the production start of the end item. (N) is used if the item is non-hardware.

TITLE: This is the descriptive title of the VE proposal.

TRANSMIT TO CONSOLIDATED DB: This is a logical byte used to indicate that this record has been

updated and is to be transmitted to the VEMS consolidated database.

VE ACTION OFFICER: This is the name of person in the VE office responsible for monitoring the VE proposal.

VE FUNDING: Identifies the funds, in dollars, set aside during the Fiscal year for VE investment. Direct costs such as development, implementation, and testing for specific projects are included. Personnel or overhead costs are not. Funding for the following programs are to be reported:

RDTE	- Research, Development, Test and Evaluation Funds
Procurement	- Army Procurement Appropriation
OMA	- Operation and Maintenance, Army
AIF	- Army Industrial Funds
DBOF	- Defense Business Operating Funds

VE NUMBER: The VE number is the number assigned by the VE office and identifies the individual VE action. The VE number is a six-digit number. The first two digits identify the fiscal year in which the VE action is submitted. The remaining four digits identify the VE action. For VEPS, the last four digits range from 0001 - 4999. For VECPS, the last four digits range from 5001 - 9500.

VE PLAN, ACTUAL: This is the actual date of the VE plan (VEPRC).

VE PLAN, FORECASTED: This is the forecasted date of the VE plan (VEPRC).

WEAPON SYSTEM IDENTIFIER CODE: This code identifies the item/weapon system affected by the VE proposal. The weapon system code is obtained through Integrated Logistic Support Acquisition Management Milestone System (ILSAMMS). Enter "000000" for a non-weapon system or "999999" if an AMMS code does not exist for the weapon system affected.

WEAPON SYSTEM NAME: This is the actual name of the weapon system which is associated with the weapon system identifier code.

WORKSHOP, ACTUAL: This is the actual date of the workshop (VEPRC).

WORKSHOP, FORECASTED: This is the forecasted date of the workshop (VEPRC).

APPENDIX D

DATABASE FILES

This appendix contains a list of the database files and corresponding data element names. The type of field is also listed.

Contractor Savings Goal File

Database Name: C_SAVGOA.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH
CON_GL_FY	Fiscal Year	CHAR	2
CONTR_NUM	Contractor Number	CHAR	9
CON_SAV_GL	Contractor's Savings Goal	NUM	8
RI_CODE	Reporting Installation Code	CHAR	2

Contract File

Database Name: CONTRACT.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
RI_CODE	Reporter Code	CHAR	2	
VE_NBR	VEP/VECP Number	CHAR	6	
SAVINGS_DT	Savings Date	DATE	8	
CONT_NBR	Contract Number	CHAR	18	
CONT_FY	Contract Fiscal Year	CHAR	2	
CON_MOD_NO	Contract Mod Number	CHAR	7	
CON_DUE_DT	Contractor Prop Due Date	DATE	8	
CLAUSE_IND	Type of Clause on Contract (R or I)	CHAR	1	
INT_MOD_NO	Interim Modification Number	CHAR	7	
GOVT_SHR_C	Government % Share of Collateral Savings	NUM	3	
ORIG_NBR	Number assigned by contractor	CHAR	18	

Contractor Number File

Database Name: CNTRACTO.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	#DEC
CONTR_NUM	Contractor Number	CHAR	9	
CONTRCTOR	Contractor Name	CHAR	20	
TRANS_BYTE	Transmit to Consolidated DB?	LOGICAL	1	

Deactivation/Reactivation File

Database Name: DEACTREA.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
RI_CODE	Reporter Code	CHAR	2	
VE_NBR	VEP/VECP Number	CHAR	6	
DEA_REA_DT	Date of Deact or React	DATE	8	
DEA_REA_ID	Deact or React Ind (D or R)	CHAR	1	

Estimated Savings File

Database Name: ESTSAVIN.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
RI_CODE	Reporter Code	CHAR	2	
VE_NBR	VEP/VECP Number	CHAR	6	
E_SAV_YR1	Estimated Savings Year 1	NUM	6	
E_SAV_YR2	Estimated Savings Year 2	NUM	6	
E_SAV_YR3	Estimated Savings Year 3	NUM	6	
E_SAV_YR4	Estimated Savings Year 4	NUM	6	
E_SAV_YR5	Estimated Savings Year 5	NUM	6	
E_SAV_YR6	Estimated Savings Year 6	NUM	6	
E_SAV_YR7	Estimated Savings Year 7	NUM	6	
E_SAV_RMY	Estimated Savings Remaining Years	NUM	6	
E_SV_YR1_C	Estimated Collateral Savings Year 1	NUM	6	
E_SV_YR2_C	Estimated Collat Sav Year 2	NUM	6	

Database Name: ESTSAVIN.DBF (continued)

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
E_SV_YR3_C	Estimated Collat Sav Year 3	NUM	6	
E_SV_YR4_C	Estimated Collat Sav Year 4	NUM	6	
E_SV_YR5_C	Estimated Collat Sav Year 5	NUM	6	
E_SV_YR6_C	Estimated Collat Sav Year 6	NUM	6	
E_SV_YR7_C	Estimated Collat Sav Year 7	NUM	6	
E_SV_REM_C	Estimated Collat Sav Rem Yrs	NUM	6	
E_GOV_COST	Estimated Government Cost	NUM	6	
E_CON_COST	Estimated Contractor Cost	NUM	6	
E_CUR_FY	Estimated Current Fiscal Year	CHAR	4	
E_REM_YR	Estimated Remaining Years	CHAR	9	
EK_SAV_YR1	Est Contractor Sav Year 1	NUM	6	
EK_SAV_YR2	Est Contractor Sav Year 2	NUM	6	
EK_SAV_YR3	Est Contractor Sav Year 3	NUM	6	
EK_SAV_YR4	Est Contractor Sav Year 4	NUM	6	
EK_SAV_YR5	Est Contractor Sav Year 5	NUM	6	
EK_SAV_YR6	Est Contractor Sav Year 6	NUM	6	
EK_SAV_YR7	Est Contractor Sav Year 7	NUM	6	
EK_SAVREM	Est Contractor Sav Remain Yrs	NUM	6	
ORIG_NBR	Number assigned by originator/ contractor	CHAR	18	

Master File

Database Name: MASTER.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
RI_CODE	Reporter Code	CHAR	2	
VE_NBR	VEP/VECP Number	CHAR	6	
REC_DT	Receipt Date	DATE	8	
TEC_DEC_DT	Date of Technical Decision	DATE	8	
IMP_DT	Implementation Date	DATE	8	
NOT_DT	Notification Date	DATE	8	
TGT_MOD_DT	Target Mod Date	DATE	8	
FIN_SET_DT	Financial Settlement Date	DATE	8	
CON_MOD_DT	Contract Mod Date	DATE	8	
SUB_DT	Study Submission Date	DATE	8	
STD_BEG_DT	Date Study Began	DATE	8	
REC_VEO_DT	Date Received in VE Office	DATE	8	
ORG	Organization	CHAR	10	

Database Name: MASTER.DBF (continued)

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
CUR_STAT	Current Proposal Status	CHAR	2	
STDY_INDIC	Study Indicator (Y or N)	LOGICAL	1	
ORIG_NBR	Number Assigned by Originator/Contractor	CHAR	18	
VE_ACT_OFC	VE Action Officer	CHAR	15	
ITEM_NOMEN	Item Nomenclature	MEMO	--	
FUNCTION	Function	CHAR	30	
SPARE_IND	Spare Indicator (S, F, C, or blank)	CHAR	1	
PROC_OFC	Procurement Officer	CHAR	20	
PROC_SYM	Procurement Office Symbol	CHAR	20	
NSN	National Stock Number	CHAR	13	
FSC	Federal Supply Class	CHAR	4	
PART_NBR	Part Number	CHAR	20	
SHARE_IND	Sharing Indicator (Y or N)	LOGICAL	1	
SYSTEM	System Abbreviation	CHAR	10	
TITLE	Title	MEMO	--	
TIME_CODE	Time Code (P, A, or N)	CHAR	1	
DESCRIP	Description	MEMO	--	
CONTR_NUM	Contractor Number	CHAR	9	
PEO_CODE	PEO Code	CHAR	3	
PM_CODE	PM Code	CHAR	2	
WEP_SYS_ID	Weapon System ID Number	CHAR	6	
UPDATE_DT	Date Last Updated on Consolidated Database	DATE	8	
STDY_ORIG	Name of Study Originator	CHAR	18	
SAV_SOURCE	AMS Code	CHAR	15	
APPRO_CODE	Funding Appropriation Code	CHAR	4	
REPROG_SAV	Reprogrammed Savings	CHAR	15	
INT_MOD_DT	Date of Interim Modification	DATE	8	
OW_CODE	Owner Code	CHAR	2	
CAT_IND	Category Indicator (ACQ, ADM, or OTH)	CHAR	3	
OTHR_NAR	Narrative for Other Category	CHAR	10	
OSCR_IND	Indicator for OSCR Initiative (Y or N)	LOGICAL	1	
CAND_VECP	Indicator for Candidate VECP (Y or N)	LOGICAL	1	
TRANS_BYTE	Transmit to Consolidated DB?	LOGICAL	1	
STD_TER_DT	Study termination date	DATE	8	

NOTE: INTERIM MOD DATE (INT_MOD_DT) will NOT stop the processing time clock.

Management Summary File

Database Name: MGMTSUM.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
RI_CODE	Reporter Code	CHAR	2	
VE_NBR	VEP/VECP Number	CHAR	6	
MGT_SUM_DT	Management Summary Date Input	DATE	8	
MGT_SUM_YQ	Management Summary YYQ Input	CHAR	3	
MGT_SUM_ID	Mgmt Summary Type Indicator	CHAR	1	
MGT_SUM	Management Summary Text	MEMO	--	

OMB File

Database Name: OMB.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
OMB_FY	Fiscal Year for OMB data	CHAR	2	
NAR_1	OMB Narrative # 1	MEMO	--	
NAR_2	OMB Narrative # 2	MEMO	--	
ACQ_THRES	$ Threshold for Acquisition Category	NUM	6	
ADMN_THRES	$ Threshold for Administrative Category	NUM	6	
OTHR_THRES	$ Threshold for Other Category	NUM	6	
SAV_ACQ_IN	Cost Savings - Acquisition In-house	NUM	6	
SAV_ADM_IN	Cost Savings - Administrative In-house	NUM	6	
SAV_OTH_IN	Cost Savings - Other In-house	NUM	6	
SAV_ACQ_CN	Cost Savings - Acquisition Contractor	NUM	6	
SAV_ADM_CN	Cost Savings - Administrative Contractor	NUM	6	
SAV_OTH_CN	Cost Savings - Other Contractor	NUM	6	
CA_ACQ_IN	Cost Avoidance - Acquisition In-house	NUM	6	

Database Name: OMB.DBF (continued)

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
CA_ADM_IN	Cost Avoidance - Administrative In-house	NUM	6	
CA_OTH_IN	Cost Avoidance - Other In-house	NUM	6	
CA_ACQ_CN	Cost Avoidance - Acquisition Contractor	NUM	6	
CA_ADM_CN	Cost Avoidance - Administrative Contractor	NUM	6	
CA_OTH_CN	Cost Avoidance - Other Contractor	NUM	6	

Optional Fields File

Database Name: OPTIONS.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
RI_CODE	Reporter Code	CHAR	2	
VE_NBR	VEP/VECP Number	CHAR	6	
OPTION_1	Optional Field # 1	CHAR	20	
OPTION_2	Optional Field # 2	CHAR	20	
OPTION_3	Optional Field # 3	CHAR	20	
OPTION_4	Optional Field # 4	CHAR	20	
OPTION_5	Optional Field # 5	CHAR	20	
OPTION_6	Optional Field # 6	CHAR	20	

Organization File

Database Name: ORG.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
RI_CODE	Reporter Code	CHAR	2	
ORG	Organization	CHAR	10	
TRANS_BYTE	Transmit to Consolidated DB?	LOGICAL	1	

Organization Savings Goal File

Database Name: ORG_SAVG.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
ORG_GL_FY	Fiscal Year	CHAR	2	
ORG	Organization	CHAR	10	
ORG_SAV_GL	Organization's Savings Goal	NUM	8	3
TRANS_BYTE	Transmit to Consolidated DB?	LOGICAL	1	

Owner File

Database Name: OWNER.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
OW_CODE	Owner Code	CHAR	2	
OW_NAME	Owner Installation Name	CHAR	40	
RI_CODE	Valid Reporter for this Owner	CHAR	2	
TRANS_BYTE	Transmit to Consolidated DB?	LOGICAL	1	

Owner Savings Goal File

Database Name: OW_SAVG.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
OW_GL_FY	Fiscal Year	CHAR	2	
OW_CODE	Owner Code	CHAR	2	
RI_CODE	Reporter Code	CHAR	2	
OW_SAV_G	Owner Savings Goal	NUM	8	3
TRANS_BYTE	Transmit to Consolidated DB?	LOGICAL	1	

PEO File

Database Name: PEO.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
PEO_CODE	PEO Code	CHAR	3	
PEO_NAME	PEO Name	CHAR	60	
TRANS_BYTE	Transmit to Consolidated DB?	LOGICAL	1	

PEO Savings Goal File

Database Name: PEO_SAVG.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
PEO_GL_FY	Fiscal Year	CHAR	2	
PEO_CODE	PEO Code	CHAR	3	
PEO_SAV_G	PEO Savings Goal	NUM	8	3
TRANS_BYTE	Transmit to Consolidated DB?	LOGICAL	1	

PM File

Database Name: PM.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
PM_CODE	PM Code	CHAR	2	
PM_NAME	PM Name	CHAR	100	
PEO_CODE	PEO Code	CHAR	3	
MAJ_PRG_ID	Major Program Indicator (Y/N)	LOGICAL	1	
TRANS_BYTE	Transmit to Consolidated DB?	LOGICAL	1	

Point of Contact (POC) File

Database Name: POC.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
POC_ID	Reporter/Owner/PEO/PM Code	CHAR	3	
POC_LNAME	POC Last Name	CHAR	20	
POC_FNAME	POC First Name	CHAR	15	
POC_ADD1	POC Address Line 1	CHAR	50	
POC_ADD2	POC Address Line 2	CHAR	30	
POC_ADD3	POC Address Line 3	CHAR	30	
POC_ADD4	POC Address Line 4	CHAR	40	
POC_DSN	POC DSN Phone Number	CHAR	13	
POC_PHONE	POC Commercial Phone Number	CHAR	18	
POC_TITLE	POC Job Title	CHAR	15	
POC_EMAIL	POC Electronic Mail Address	CHAR	50	
POC_DSN_FX	POC DSN Fax Number	CHAR	13	
POC_COM_FX	POC Commercial Fax Number	CHAR	18	
POC_ACRONY	Command's ACRONYM	CHAR	15	
TRANS_BYTE	Transmit to Consolidated DB?	LOGICAL	1	

Program Requirement Clause File

Database Name: PRC.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
RI_CODE	Reporting Installation Code	CHAR	2	
ORIG_NBR	Number assigned by contractor	CHAR	18	
CLIN_COST	Cost of the PRC in thousands	NUM	6	
CONT_VAL	Price of the contract in millions	NUM	3	
CONT_NBR	Contract Number	CHAR	18	
ALT2_MAND	Alternate II type clause - description of elements for mandatory consideration	MEMO		
ALT2_VOL	Alternate II type clause - description of elements for voluntary consideraton	MEMO		
GOVT_PART	Government participation in VE workshop - list of names	MEMO		

Database Name: PRC.DBF (continued)

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
	of people who participated			
SUBCONT_PT	Subcontractor participation in VE workshop - list of names of people who participated	MEMO		
VEPLAN_DTF	Forecasted date of VE Plan	DATE	8	
VEPLAN_DTA	Actual date of VE Plan	DATE	8	
COOR_MTG_F	Forecasted date of coordination meeting	DATE	8	
COOR_MTG_A	Actual date of coordination meeting	DATE	8	
WKSHP_F	Forecasted date of workshop	DATE	8	
WKSHP_A	Actual date of workshop	DATE	8	
QTR_RPT_F	Forecasted date of qtrly rpts	DATE	8	
QTR_RPT_A	Actual date of qtrly rpts	DATE	8	
FIN_RPT_F	Forecasted date of final rpt	DATE	8	
FIN_RPT_A	Actual date of final rpt	DATE	8	
SIR	Savings to Investment Ratio (Total Savings / Clin Cost)	NUM	6	
REV_IND	Indicator whether candidate VECP has been reviewed or not	LOGICAL	1	
SYS_PRC	System Abbreviation	CHAR	10	

Reporter File

Database Name: MSC.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
RI_CODE	Reporter Code (MSC)	CHAR	2	
COMD_NAME	Command (MSC) Name	CHAR	40	
TRANS_BYTE	Transmit to Consolidated DB?	LOGICAL	1	

Reporter Savings Goal File

Database Name: M_SAVGOA.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
MSC_GL_FY	Fiscal Year	CHAR	2	
RI_CODE	Reporter Code	CHAR	2	
MSC_SAV_GL	Reporter Savings Goal	NUM	8	3
TRANS_BYTE	Transmit to Consolidated DB?	LOGICAL	1	

Savings File

Database Name: SAVINGS.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
RI_CODE	Reporter Code	CHAR	2	
FIN_SET_DT	Financial Settlement Date	DATE	8	
GOVT_COST	Government Cost	NUM	6	
CONT_COST	Contractor Cost	NUM	6	
SAV_YR1_C	Year 1 Collateral Savings	NUM	6	
SAV_YR2_C	Year 2 Collateral Savings	NUM	6	
SAV_YR3_C	Year 3 Collateral Savings	NUM	6	
SAV_YR4_C	Year 4 Collateral Savings	NUM	6	
SAV_YR5_C	Year 5 Collateral Savings	NUM	6	
SAV_YR6_C	Year 6 Collateral Savings	NUM	6	
SAV_YR7_C	Year 7 Collateral Savings	NUM	6	
SAV_REM_C	Remaining Years Collateral Savings	NUM	6	
SAV_YR1	Year 1 Savings	NUM	6	
SAV_YR2	Year 2 Savings	NUM	6	
SAV_YR3	Year 3 Savings	NUM	6	
SAV_YR4	Year 4 Savings	NUM	6	
SAV_YR5	Year 5 Savings	NUM	6	
SAV_YR6	Year 6 Savings	NUM	6	
SAV_YR7	Year 7 Savings	NUM	6	
SAV_REM_YR	Remaining Years Savings	NUM	6	
CUR_FY_IND	Current Fiscal Year Indicator	NUM	4	
REM_YR_IND	Remaining Years Indicator	CHAR	9	
SS_IND	Secondary (Additional) Settlement Indicator (Y or N)	LOGICAL	1	

Database Name: SAVINGS.DBF (continued)

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
K_SAV_YR1	Contractor's Savings - Year 1	NUM	6	
K_SAV_YR2	Contractor's Savings - Year 2	NUM	6	
K_SAV_YR3	Contractor's Savings - Year 3	NUM	6	
K_SAV_YR4	Contractor's Savings - Year 4	NUM	6	
K_SAV_YR5	Contractor's Savings - Year 5	NUM	6	
K_SAV_YR6	Contractor's Savings - Year 6	NUM	6	
K_SAV_YR7	Contractor's Savings - Year 7	NUM	6	
K_SAVREM	Contractor's Savings - Rem Yr	NUM	6	
CON_MOD_NO	Contract Modification Number	CHAR	7	

Sharing File

Database Name: SHARING.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
RI_CODE	Reporter Code	CHAR	2	
VE_NBR	VEP/VECP Number	CHAR	6	
SHARE_ORG	Organization VEP/VECP is shared with	CHAR	10	
SHARE_AMT	Dollar Value to the sharing Organization	NUM	6	
SHARE_PCT	Percent to the sharing Org	NUM	3	

Tracking File

Database Name: TRACKING.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
RI_CODE	Reporter Code	CHAR	2	
VE_NBR	VEP/VECP Number	CHAR	6	
LOCATION	Location	CHAR	10	
REC_LOC_DT	Date received in location	DATE	8	
CYC_STAT	Status in Cycle	CHAR	20	
FOL_UP_DT	Follow Up Date	DATE	8	
MILE_IND	Was Milestone Met? Y or N	LOGIC	1	

Database Name: TRACKING.DBF (continued)

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
MIL_SET_BY	Office that Set Milestone	CHAR	10	
MILE_DT	Milestone Date	DATE	8	
MILESTONE	Milestone	CHAR	15	
REMRKS_LOC	Remarks for Location File	MEMO	--	
SUSP_DT	Suspense Date	DATE	8	
REMRKS_MIL	Milestone Remarks	MEMO	--	
SENT_DT	Date prop sent for decision	DATE	8	

Weapons System File

Database Name: WEAPONSY.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
WEP_SYS_ID	Weapon System ID	CHAR	6	
WEP_SYS_NM	Weapon System Name	CHAR	54	
TRANS_BYTE	Transmit to Consolidated DB?	LOGICAL	1	

Quarterly (ZZ2) Information File

Database Name: QTR.DBF

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
RI_CODE	Reporter Code	CHAR	2	
QTR_QY	Fiscal Year & Quarter (YYQ)	CHAR	3	
FULL_EMP	Nbr of Full Time Employees	NUM	3	
NO_FULL_EQ	Nbr Full Time Equivalents of Part Time Employees	NUM	3	
NBR_SEMNR	Nbr Attended VE Seminar this Qtr	NUM	3	
NBR_CAVE	Nbr Attended CAVE this Qtr	NUM	3	
NBR_PAVE	Nbr Attended PAVE this Qtr	NUM	3	
NBR_WRKSHP	Nbr Attended VE Workshop this Qtr	NUM	3	
NBR_TRND	Total Trained in VE this Qtr	NUM	3	
NBR_INDOC	Nbr Indoctrinated in VE this Qtr	NUM	3	
NBR_REQ_A	Nbr Requirement Clauses in	NUM	3	

Database Name: QTR.DBF(continued)

FIELD NAME	DESCRIPTION	TYPE	LENGTH	# DEC
	Contracts After Production			
NBR_REQ_P	Nbr Requirement Clauses in Contracts Prior to Production	NUM	3	
NBR_STDY_A	Nbr In-house Studies - After Production	NUM	3	
NBR_STDY_P	Nbr In-house Studies - Prior to Production	NUM	3	
OPR_COST_C	VECP - Cost of Operating VE Office	NUM	6	
OPR_COST_P	VEP - Cost of Operating VE Office	NUM	6	
FUND_OMA	OMA Funds set aside for VE	NUM	6	
FUND_PROC	Procurement Funds - VE	NUM	6	
FUND_DBOF	DBOF Funds set aside for VE	NUM	6	
FUND_RDTE	RDTE Funds set aside for VE	NUM	6	
FUND_AIF	AIF Funds set aside for VE	NUM	6	
TRANS_BYTE	Transmit to Consolidated DB?	LOGICAL	1	

DISTRIBUTION:
CDR,
ARL, ATTN: AMSRL-CP-S (E. Brown), 2800 Powder Mill Road, Adelphi, MD
   20783-1145
ATCOM, ATTN: AMSAT-R-EDV (K. Abdian, S. Mason)
CBDCOM, ATTN: SCBRD-ENL-P (K. Walton), Aberdeen Proving Ground, MD
   21010-5423
CECOM, ATTN: AMSEL-ED-V (G. Sgroi, C. Holmgren)
IOC, ATTN: AMSMC-VMV (G. Zelnio, K. Tinsley, M. Waldron)
MICOM, ATTN: AMSMI-RD-SE-IO-VE (K. Delaney, J. Dove, S. Aldijaili)
SSCOM, ATTN: SATNC-AEL (J. Lariviere), Natick, MA 01760-5015
STRICOM, ATTN: AMSTI-ET (T. Gillooley), 12350 Research Parkway,
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TECOM, ATTN: AMSTE-RM-P (H. Wallace) Aberdeen Proving Ground, MD
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